



**Castle View Academy**  
The best in everyone™

# **Supporting Students with Medical Needs and who Cannot Attend School Policy**

Responsibility: Assistant Principal – SENCO

Review Schedule: Annual

Reviewed: September 2025

Next Review: September 2026

## **Supporting Students with Medical Needs Policy**

### **Context**

This policy was developed in consultation with parents/carers, staff and students and has regard to:

- Statutory Guidance: Supporting students at academy with medical conditions – DfE – December 2015
- Section 100 of the Children and Families Act 2014 and associated regulations
- The Equality Act 2010
- The SEND Code of Practice (updated 2020)

This policy is to be read in conjunction with our:

- SEND Policy
- Safeguarding Policy
- Equality Policy
- Behaviour and Anti Bullying policies
- Curriculum and Teaching and Learning policies
- Health and Safety Policy
- Complaints Policy

### **Aims and Objectives**

#### **Aim**

To ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in academy so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.

#### **Objectives**

- To establish a positive relationship with parents and carers, so that the needs of the child can be fully met
- To work in close partnership with health care professionals, staff, parents and students to meet the needs of each child
- To ensure any social and emotional needs are met for children with medical conditions
- To minimise the impact of any medical condition on a child's educational achievement
- To ensure that a Health Care Plan is in place for each child with a medical condition and for some children who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively
- To ensure as little disruption to our students' education as possible
- To develop staff knowledge and training in all areas necessary for our students
- To ensure safe storage and administration of agreed medication
- To provide a fully inclusive academy.

### **Roles and Responsibilities**

### **The Governing Body**

- Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the academy's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of academy life.
- Ensuring that relevant training provided by specialists is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Monitoring written records of any and all medicines administered to individual students and across the academy population.
- Ensuring the level of insurance in place reflects the level of risk.

### **The Principal**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Castle View Academy.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Ensure that all supply staff are aware of the policy and are briefed on individual student needs where appropriate
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring that there are sufficient staff who have agreed to have supporting medical conditions as part of their job description and contract.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the academy nursing service in the case of any child who has a medical condition.

### **Staff Members**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.

- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Fully aware of who is a named staff member responsible for administering injections.

There is no legal duty which requires staff members to administer medication; this is a voluntary role.

### **Academy Nurses**

- Notify the academy when a child has been identified as requiring support in academy due to a medical condition.
- Support staff on implementing a child's individual healthcare plan and provide advice where appropriate
- Liaising locally with lead clinicians on appropriate support.

### **Parents/Carers/Guardians**

- Parents have prime responsibility for their child's health and should provide the academy with up-to-date information about their child's medical conditions, treatment and/or any special care needed.
- Completing a parental agreement for academy to administer medicine form before bringing medication into academy.
- Providing the academy with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- If their child has a more complex medical condition, they should work with the academy nurse or other health professionals to develop an individual healthcare plan, which will include an agreement on the role of the academy in managing any medical needs and potential emergencies.
- It is the parent/carers responsibility to make sure that their child is well enough to attend academy.

### **The Student**

- Students are often best placed to provide information about how their condition affects them.
- Students should be fully involved in discussions about their medical needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.
- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry their own medical devices. Medicines will be kept in the Medical Room and where necessary in a locked cabinet.

- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

### **Local Authorities**

- Local authorities are commissioners of academy nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.
- Local authorities and clinical commissioning groups (CCGs) must make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Children and Families Act 2014).
- Local authorities should provide support, advice and guidance, including suitable training for academy staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.
- Local authorities should work with schools to support students with medical conditions to attend full-time.
- Where students would not receive a suitable education in a mainstream academy because of their health needs, the local authority has a duty to make other arrangements.
- Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from academy for 15 days or more because of health needs (whether consecutive or cumulative across the academy year).

### **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 academy 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 child'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, the academy nurse or another healthcare professional involved in providing care to the child. 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. Where the child

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

- Parents will receive a copy of the Health Care Plan with the originals kept by the academy.

### **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of academy hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a academy to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the academy at one time.
- Controlled drugs may only be taken on academy premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Behaviour Policy.
- Medications will be stored in the Medical Room. All medicines must be stored safely. Children 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 children and not locked away;
- Any medications left over at the end of the course will be returned to the child's parents.
- Students with asthma are encouraged to carry their inhalers with them. However, a spare inhaler should also be kept in the academy office or classroom. Children 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.
- Written records will be kept of any medication administered to children.
- Students will never be prevented from accessing their medication.
- Sharps boxes should always be used for the disposal of needles and other sharps.
- Defibrillators.
- Castle View Academy cannot be held responsible for side effects that occur when medication is taken correctly.

### **Educational Visits**

- We actively support students with medical conditions to participate in academy trips and visits, or in sporting activities but are mindful of how a child's medical condition will impact on their participation. Arrangements will always be made to ensure students 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 students with medical conditions are included. This will require consultation with parents and students and advice from the academy nurse or other healthcare professional that are responsible for ensuring that students can participate. A copy of the child's health care plan should be taken with the child on an Educational Visit.
- The class teacher must also ensure that medication such as inhalers and epi-pens are taken on all academy trips and given to the responsible adult that works alongside the student 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.
- The academy will refer to the OEAP National Guidance documents on First Aid (4.4b) and Medication (4.4d) to ensure suitable provision at the planning stage of every trip.
- 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 child with a specific medical condition has access to prescribed medicine whilst on the trip.

### **Staff Training**

- The academy provides regular whole-academy awareness training to ensure that all staff are aware of this policy and their role in implementing the policy. This is also included in induction arrangements for new staff.
- Any member of staff providing support to a student with medical needs must have received suitable training. It is the responsibility of the Principal to lead on identifying with health specialists the type and level of training required and putting this in place. The academy nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.
- Training must be sufficient to ensure that staff are competent and have confidence in their ability to support students 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) from a healthcare professional. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.



- It is important that all staff are aware of the academy's policy for supporting students with medical conditions and their role in implementing that policy. The academy ensures that training on conditions which they know to be common within their academy is provided (asthma, epi pen, sickle cell, diabetes for example)
- 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 provide specific advice, nor be the sole trainer.

### **Emergency Procedures**

- Medical emergencies will be dealt with under the academy's emergency procedures
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail
  - What constitutes an emergency
  - What to do in an emergency
  - Ensure all members of staff are aware of emergency symptoms and procedures
  - Other children in academy should know to inform a teacher if they think help is needed

If a student needs to be taken to hospital, a member of staff will remain with the child until a parent arrives.

### **Unacceptable Practice**

As outlined in the DfE statutory guidance.

Although academy staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal academy activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the academy office or medical room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend academy to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the academy is failing to support their child's medical needs



- prevent children from participating or create unnecessary barriers to children participating in any aspect of academy life, including academy trips, e.g. by requiring parents to accompany the child.

### **Complaints**

The academy's complaints procedure is detailed in the academy Complaints Policy.

### **Defibrillators**

The governing body will ensure the local NHS ambulance service has been notified of its location.

### **Emergency Inhalers**

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish. The First Aid Policy for the use of the emergency inhaler based on - [\*Guidance on the use of emergency salbutamol in academies \(DoH, 2015\)\*](#). The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty).

### **Relevant Documents**

Supporting students with medical conditions – DfE – December 2015

<https://www.gov.uk/government/publications/supporting-students-at-academy-with-medical-conditions--3>

Section 100 – Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>

The Equality Act 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>

The SEND Code of Practice – 2015 (updated 2020)

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Health Conditions in Academics Alliance – this site has Individual Healthcare Plan information for specific conditions <http://medicalconditionsatacademy.org.uk/>

## **Children with Health Needs who cannot attend academy Policy**

### **Rationale**

The Government's policy intention is that all children, regardless of circumstance or setting should receive a good education to enable them to shape their own futures. Therefore alternative provision and the framework surrounding it should offer good quality education on par with that of mainstream schooling, along with the support students need to overcome barriers to attainment. This support should meet a student's individual needs, including social and emotional needs, and enable them to thrive and prosper in the education system.

### **Introduction**

Castle View Academy aims to support the Local Authority in ensuring that all children who are unable to attend academy due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential. Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, students should receive their education within their academy and the aim of the provision will be to reintegrate students back into academy as soon as they are well enough. We understand that we have a continuing role in a student's education whilst they are not attending academy and will work with the LA, health, other statutory agencies and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

Students who are unable to attend academy as a result of their medical needs may include those with:

- Physical health issues.
- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or academy refusal.
- Progressive conditions.
- Terminal illnesses.
- Chronic illnesses.

### **Context**

This policy reflects the requirements of the Education Act 1996.

It also has due regard to all relevant legislation and statutory guidance including, but not limited to:

- Equality Act 2010
- Data Protection Act 2018

- DfE (2013) 'Ensuring a good education for children who cannot attend academy because of health needs'
- DfE (2015) 'Supporting students at academy with medical conditions'

It also based on guidance provided by Portsmouth Local Authority.

This policy complies with our funding agreement and articles of association.

This policy operates in conjunction with the following policies:

- Attendance Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy
- Records Management Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Students with Medical Conditions Policy

### **Aims**

This policy aims to ensure that:

- Suitable education is arranged for students on roll who cannot attend academy due to health needs
- Students, staff and parents understand what the academy is responsible for when the local authority is providing this education

### **Local Authority Responsibilities**

Local Authorities are responsible for arranging suitable full-time education for children of compulsory academy age who, because of illness, would not receive suitable education without such provision. This applies whether or not the child is on the roll of a academy and whatever the type of academy they attend. It applies to children who are students in academies, Free schools, special schools and independent schools as well as those in maintained schools.

The law does not define full-time education but children with health needs should have provision which is equivalent to the education they would receive in academy. If they receive one-to-one tuition, for example, the hours of face-to-face provision could be fewer as the provision is more concentrated.

Where full-time education would not be in the best interests of a particular child because of reasons relating to their physical or mental health, LAs should provide part-time education on a basis they consider to be in the child's best interests. Full and part-time education should still aim to achieve good academic attainment particularly in English, Maths and Science.

### **Responsibilities of the academy**

The academy will ensure:

- Arrangements for students who cannot attend academy as a result of their medical needs are in place and are effectively implemented.

- The termly review of the arrangements made for students who cannot attend academy due to their medical needs.
- Roles and responsibilities of those involved in the arrangements to support the needs of students are clear and understood by all.
- Robust systems are in place for dealing with health emergencies and critical incidents, for both on and off-site activities.
- Staff with responsibility for supporting students with health needs are appropriately trained.
- Reviewing this policy on an annual basis.

The staff member with responsibility for supporting students with health needs is the Medical and Welfare Officer.

If the academy makes arrangements (not the local authority or initially, the academy will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend academy) please add details of this below, please insert or delete as necessary.

This may include:

- The Designated Safeguarding Lead is responsible for monitoring the arrangements made by academy, the child will need to be seen every 10 days by academy or a medical professional.
- Dependent on the needs of the child work may be sent home, hospital schools may be involved or the child may be able to access lessons from home via an AV1 robot.
- Parents will be consulted via meetings and phone calls, the provision will be regularly reviewed to ensure it continues to meet need.
- When appropriate, and under the guidance of medical professionals, a reintegration plan will be written, which may consist of a reduced timetable, accessing lessons from an alternative room etc.
- Castle View Academy will provide support to students who are absent from academy because of illness for a period of less than 15 academy days by liaising with the student's parents to arrange schoolwork as soon as the student is able to cope with it or part-time education at academy. For periods of absence that are expected to last for 15 or more academy days, either in one absence or over the course of a academy year, the named person with responsibility for students with health needs will notify the LA, who will take responsibility for the student and their education.

### **Reintegration**

When reintegration is anticipated, the academy will work with the local authority to:

- Plan for consistent provision during and after the period of education outside the academy, allowing the student to access the same curriculum and materials that they would have used in academy as far as possible

- Enable the student to stay in touch with academy life (e.g. through newsletters, emails, invitations to academy events or internet links to lessons from their academy)
- Create individually tailored reintegration plans for each child returning to academy
- Consider whether any reasonable adjustments need to be made

### **Attendance Registers/Academy Roll**

The Academy will only remove a student who is unable to attend academy because of additional health needs from the academy roll where:

- The student has been certified by a Medical Officer as unlikely to be in a fit state of health to attend academy, before ceasing to be of compulsory academy age;
- Neither the student nor their parent has indicated to the academy the intention to continue to attend the Academy, after ceasing to be of compulsory academy age.

A student unable to attend academy because of their health needs will not be removed from the Academy register without parental consent and certification from the Medical Officer, even if the LA has become responsible for the student's education.

### **Examinations**

The named member of staff will liaise with the alternative provision provider over planning and examination course requirements where appropriate. Relevant assessment information will be provided to the alternative provision provider if required. Awarding bodies may make special arrangements for students with permanent or long-term disabilities and learning difficulties, or temporary disabilities and illnesses. Applications for such arrangements will be submitted by the Academy, or LA if more appropriate, as early as possible.

### Annex 1: Parental Agreement for Setting to Administer Medicine

The academy will not give your child medicine unless you complete and sign this form.

Date for review	
Name of academy	Castle View Academy
Name of child	
Date of birth	
Medical condition or illness	
Name and strength of medicine ( <i>as per the container</i> )	
Date medicine provided by parent	
Quantity received	
Expiry date	
Dosage	
Method	
Storage	
Frequency and timing	
Special Precautions/ Other instructions	
Any possible side effects	
Can the child self-administer	Yes / No
Procedures to take in an emergency	
Parent/ Carer Name	
Relationship to child	

**Medicines must be in the original container as dispensed by the pharmacy, including the dispensing label detailing the patients name and dosage information.**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Castle View Academy staff administering medicine in accordance with the academy policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that I must deliver the medicine personally to the academy reception.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Return of Surplus or Expired Medication

Quantity returned	
Date returned	

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Annex 2: Individual Healthcare Plan

Name of academy	Castle View Academy
Date of plan	
Plan review date	
Name of staff completing plan	
Child's name	
Date of birth	
Medical diagnosis or condition	
Who is responsible for providing support in academy	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision	
Daily care requirements	
Specific support for the student's educational, social and emotional needs	





Arrangements for academy visits/trips etc
Other information
Describe what constitutes an emergency, and the action to take if this occurs
Who is responsible in an emergency ( <i>state if different for off-site activities</i> )
Staff training needed/undertaken – who, what, when

Parent/ Carer Name	
Relationship to child	

The above information is, to the best of my knowledge, accurate at the time of writing. I will inform the academy immediately, in writing, if there is any change in my child's medical condition or changes to the needs of their healthcare plan.

Signature

Date