

Students with Medical Needs Policy

Myton School



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1. AIMS

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

> 2. SCOPE

At Myton, our Vision is to equip students for lifelong success. We do this through our core principles of:

- Developing self-assured learners
- Removing barriers
- Working together
- Investing in futures

We guide students to CARE, so all students can achieve lifelong success by being:

- **Community Minded:** always thinking of others
- **Aspirational:** having high standards for themselves, their futures, and for those around them
- **Respectful:** of themselves, their peers and their community
- **Engaged:** in their learning and the world around them

In keeping with Stowe Valley MAT's ethos that all students should receive equal opportunities as part of their education, this policy has been devised in consultation with staff at multiple levels to ensure that it clearly outlines the duties and obligations of each school as well as the roles and responsibilities of specific named persons, when a student requires access to and use of medication during school hours.

In such cases, it is essential that schools work alongside parents and healthcare professionals so that reasonably practicable changes can be made to allow students to participate in all activities that would be enjoyed by any other student including, though not limited to, school trips, visits and physical education. A student must not be denied these opportunities where extra support would ensure that a student with medical needs could safely participate.

The named person with overarching responsibility for seeing that this policy is correctly implemented at each school within the MAT is the Headteacher. The headteacher will nominate a member of the senior leadership team to take the lead on overseeing students with medical conditions within school.

The person with responsibility for implementing this policy is the Headteacher.

3. DUTIES & OBLIGATIONS

3.1 Legislation

Stowe Valley MAT is aware of its legal responsibilities to support students at any of its schools who have specific medical needs as disclosed by parents.

The most relevant legislative duty is Section 100 of the **Children and Families Act 2014**, which makes clear the responsibility of the academies' governing body to support students with medical needs at their constituent schools.

Depending on the medical condition in question, there may be an additional legal incentive and other specific duties to fulfil under the **Equality Act 2010**. 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.

As the MAT also has a significant number and variety of Special Educational Needs (SEN) within the student population, there is an inherent requirement to incorporate these needs into a broader provision of care. Further information is available in the governments' **Special Educational Needs Code of Practice**, which should be used to supplement the understanding of the **Children and Families Act 2014 (Part 3)** when a healthcare plan is required for a SEN student.

The obligations outlined above will be incorporated into the MATS other legal requirements, particularly the **Management of Health and Safety at Work Regulations 1999**, which ensures that any potential for injury or illness are identified and measures put in place to mitigate the risk. These steps will be recorded as a risk assessment, detailing the arrangements made for students with medical conditions and the process of consultation between all responsible parties involved.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

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

3.2 Responsible Parties

3.2.1 The governing Body

Responsibilities:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions

3.2.2 The Headteacher

Responsibilities:

- Understanding that they have a duty to oversee the arrangements of the policy and see that it functions as intended.
- Ensuring that the number of trained staff is proportionate to the needs of the school and that training is appropriate to the level of responsibility assigned to staff in each healthcare plan.
- Seeing that insurance is arranged for staff and communicating insurance cover to staff helping to support students with medical conditions.
- Overseeing the processes designed and implemented to fulfil policy criteria, ensuring that details about a students' medical needs are collected and securely held, in a way that is GDPR compliant, and that this information is routinely updated.

3.2.3 Designated SLT member responsible for students with medical conditions

- Oversee and implement the processes as outlined within this policy in to practise on a daily basis
- Keep one central list of all students with medical conditions in school that is reviewed regularly
- Ensure every child with a medical condition has a detailed individual health care plan
- Keep track of whole school staff training as required in relation to students with medical conditions
- Arrange appropriate whole staff training as required
- Liaise with external professionals, such as healthcare professionals, as required
- Meet with parents to create individual health care plans that are reviewed annually or as a new medical need arises
- Ensure staff have access to the information they need to support children with medical conditions in school

- Ensuring procedures are in place to provide supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs) alongside the Lead First Aider.

3.2.3 Staff

Responsibilities:

- Following guidance of this policy and all related training to support students with medical conditions
- Where feasible, making reasonable adjustments to ensure students with medical conditions in lessons are included to the fullest extent.
- Helping to administer medication, if that duty has been agreed to within the student's healthcare plan.
- Participating in dedicated training to deliver competent assistance for students with medical conditions.
- Appreciating the specific medical needs of students and the actions that must be taken to support them
- Reporting any changes that may affect a students' healthcare plans and keeping up to date with changes as raised by other parties (i.e., healthcare professionals)

3.2.4 Parents

Responsibilities:

- Keeping the school up to date with information about their child's medical needs. This must include letters from healthcare professionals, where necessary.
- Providing written consent for medication (both prescription and non-prescription) that is intended to be administered in school.
- Acting in accordance with the responsibilities assigned to them in their child's healthcare plan.
- Delivering named, in-date prescription medication to the school in its original container (as provided by a healthcare professional) including specific instructions on dosage.

3.2.5 Students

Wherever possible, following sufficient consultation, it may be agreed that the student is competent enough to carry and administer their own medicines. This is especially likely in the case of EpiPens and inhalers, as they may be needed more urgently. While the MAT supports the independence of students to do so, this should only be permitted following approval of the student's parents, appropriate supervision from staff, and confirmation of this in the healthcare plan.

3.2.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. INDIVIDUAL HEALTHCARE PLANS (IHPs)

4.1 Individual Healthcare Plans

For support of students with medical conditions to be truly effective, it is essential that all the information relevant to their condition and associated treatment is recorded in an Individual Healthcare Plan. This will ensure that students

can continue their education to the fullest extent, with the assurance that their condition is known to individuals best placed to provide support and help manage their condition. Myton School uses the Stowe Valley MAT form A.

The development of an Individual Healthcare Plan must include participation and input from all persons expected to have a responsibility in its execution and be drawn up with the student in mind. In most cases this group will be formed by teachers, parents and a healthcare professional. In some cases, it may also be necessary to include support staff and the student themselves. The input of each must be duly respected, particularly so in the case of students and parents.

Any actions outlined within the healthcare plan must be adhered to by all parties and implemented as read. Any named persons in the plan, must either have relevant training to provide support for students with medical conditions or have training arranged for them at the first opportunity.

Advice may be sought by a healthcare professional as and when it may be needed to ensure that provisions are suitable and sufficient for each student's needs and must be followed wherever possible. Should any changes in students be identified by any persons involved in the healthcare plan before the planned date of review, this must be communicated to other relevant persons as soon as possible – where updates can be made if needed.

Staff will be sent an electronic copy of the child's individual health care plan at the start of each academic year or when any changes occur within the plan. Staff have ongoing access to IHCP at all times via internal systems such as Bromcom. Staff will receive regular reminders about reading and remembering IHCPs.

The school will ensure that supply staff, cover teachers or third party staff working directly with children with an IHCP understand the procedures in an emergency. This will be shared by the Cover Manager in the case of supply teachers, and through the safeguarding team for third party staff.

4.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

4.3 Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Annex A of this policy will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

5. MEDICATION

5.1 Managing Medications

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents/carers' written consent

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Where medication is to be kept cold this will be stored in the medical room or in the student's pastoral base, whichever is the most appropriate and accessible space. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

When a medicine is administered to a pupil by a staff member it should be recorded using Form C.

5.2 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

6. TRAINING

For these arrangements to be considered truly effective, the MAT must ensure that all staff have at least a basic awareness about the support that is provided to students with medical conditions. For that reason, all staff must familiarise themselves with the systems in place and how it works in practice. The policy is available to access for all staff on the SVMAT website.

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher / senior leader responsible for students with medical conditions. Training will be kept up to date and logged.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction

All staff training will be logged electronically and overseen by the senior leader responsible for students with medical conditions. The training log will be regularly reviewed.

7. EMERGENCY PROCEDURES

Each student's healthcare plan must be written with a consideration of wider emergency procedures. If the healthcare plan and any consultation between interested parties determine that student-specific measures need to be taken (in addition to those followed by the school at large) these must be included and fully understood by all individuals with a designated responsibility.

In the event of an emergency where a student must be taken to hospital, an appropriate member of staff (first aider, form tutor etc) must stay with them until a parent or guardian is able to collect them from the school. However, if the student is to be taken to hospital via ambulance, they must be accompanied by two members of staff and remain with them until a parent or guardian arrives at the hospital.

8. EQUAL OPPORTUNITIES

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils 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, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

9. CONCERNS & COMPLAINTS

Should a student or parent believe that support or arrangements regarding the student's medical condition are not suitable or sufficient, this must be communicated to child's Pastoral Leader or the Lead First Aider as soon as possible. This staff member must then review the arrangements and seek consultation from other parties if necessary and ensure that any changes are made clear to all responsible persons named in a risk assessment or healthcare plan. Should a parent still feel that the matter has not been satisfactorily resolved, they may then refer to the school's complaints procedure.

10. MONITORING & REVIEW

To ensure that this policy remains suitable and sufficient, it will be reviewed by the H&S Officer and involve consultation with relevant staff on an annual basis. A review may be initiated following changes in the MATs operations, changes of staff or for any other reason that may result in arrangements becoming inadequate or obsolete.

14. LINKS TO OTHER POLICIES

This policy links to the following policies:

- Accessibility plan
- Complaints

- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy