



BERLESDUNA
ACADEMY TRUST



THE WILLOWS
PRIMARY SCHOOL AND NURSERY

Managing Pupils with Medical Needs and Medicines in School

This Policy was ratified by the CEO:	November 2025
This Policy will be reviewed:	Annually
This Policy was reviewed on :	November 2026

1. Policy Statement & Purpose

Berlesduna Trust is committed to ensuring that pupils with medical needs are supported to access education and participate fully in school life. This policy complies with Section 100 of the Children and Families Act 2014, Equality Act 2010, and statutory guidance from the Department for Education (DfE) including 'Supporting pupils at school with medical conditions' and Keeping Children Safe in Education (KCSIE).

2. Statutory Duties

Schools must make arrangements to support pupils with medical conditions and ensure they receive a suitable education. This includes planning for trips, physical education, and extracurricular activities. The policy aligns with Essex County Council guidance (May 2024) and DfE statutory requirements.

3. Roles & Responsibilities

- Trustees/Governing Body: Ensure policy implementation and review annually.
- Headteacher: Designated lead for medical needs and policy compliance.
- School Staff: Follow healthcare plans and attend training.
- Parents/Carers: Provide accurate medical information and participate in reviews.
- Pupils: Engage in planning where appropriate.
- Healthcare Professionals: Provide advice and updates for healthcare plans.

4. Risk Assessment

Schools must complete risk assessments for pupils with medical needs covering classroom activities, trips, transport, and emergency procedures. Privacy and dignity must be maintained.

5. Individual Healthcare Plans

Healthcare plans must be developed collaboratively with parents, pupils, and health professionals. Plans should include condition details, medication, emergency procedures, and training requirements. They must be reviewed annually or when needs change.

6. Medication Management

Medication must be stored securely and administered by trained staff with written parental consent. Records of administration must be maintained. Expired medication and sharps must be disposed of safely.

For pupils with allergies, prescribed adrenaline auto-injectors (AAIs) must be readily accessible at all times in accordance with the Trust Allergy Safety Policy. Schools may also hold spare AAIs in accordance with the Human Medicines (Amendment) Regulations 2017 where appropriate.

7. Training

All staff will receive regular allergy awareness training, including recognising the signs and symptoms of allergic reactions and anaphylaxis, avoiding allergen exposure and the safe administration of adrenaline auto-injectors. Training records will be maintained in accordance with the Allergy Safety Policy.

8. Attendance & Education Access

Pupils with medical needs remain on roll. Schools must use appropriate attendance codes (D/B) and liaise with Education Access for pupils unable to attend. Reintegration plans must be in place.

9. Safeguarding

All arrangements must comply with KCSIE. Safeguarding concerns must be shared with providers and documented. Chronologies of child protection concerns must accompany referrals.

10. Equality & Inclusion

Schools must make reasonable adjustments under the Equality Act 2010 to ensure pupils with medical needs can access all aspects of school life, including trips and exams.

11. Monitoring & Review

This policy will be reviewed annually by the Trust. Healthcare plans will be monitored termly and updated as needed.

12. Links to Other Policies

- Allergy Safety Policy – This policy should be read alongside the Trust Allergy Safety Policy, which provides detailed procedures for the identification, prevention and management of allergies, including anaphylaxis, Individual Healthcare Plans (IHPs), emergency medication and staff training.
- Safeguarding Policy
- SEND Policy
- Health & Safety Policy

13. Further Guidance

- Essex County Council guidance (May 2024)
- DfE statutory guidance
- Contact: senstrategy@essex.gov.uk

14. Principles from DfE Guidance

Schools must ensure pupils with medical conditions are supported to access education, participate in trips, and engage in physical education. Collaborative working between school staff, parents, pupils, healthcare professionals, and local authorities is essential.

15. Development and Review of Healthcare Plans

Healthcare Plans must be developed in partnership with parents, pupils, and healthcare professionals. Plans should include details of the medical condition, medication, emergency procedures, and any necessary adjustments. They must be reviewed at least annually or sooner if needs change.

16. Staff Training and Competence

All staff should receive basic awareness training annually, including asthma, allergy, and first aid. Staff responsible for administering medication or carrying out clinical procedures must receive specialist training and demonstrate competence. Training records must be maintained.

17. Emergency Procedures

Healthcare Plans must clearly outline what constitutes an emergency and the actions to be taken. Emergency procedures should be communicated to all relevant staff and displayed where appropriate. Schools must ensure quick access to emergency medication and contact details.

For allergy-related emergencies, staff must follow the pupil's Individual Healthcare Plan (IHP), administer an adrenaline auto-injector where required without delay, call 999 stating "anaphylaxis", notify parents/carers and record the incident in accordance with the Trust Allergy Safety Policy.

18. Record Keeping and Confidentiality

Schools must maintain accurate records of medication administration and healthcare interventions. These records should be stored securely and comply with data protection requirements. Confidentiality must be respected at all times.

19. Complaints Procedure

Parents who are dissatisfied with the support provided for their child should follow the school's complaints procedure. Schools must ensure that complaints are handled promptly and fairly, with reference to statutory guidance.

Key DfE Resources:

Supporting pupils at school with medical conditions guidance:

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

Emergency asthma inhalers guidance: <https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

Adrenaline auto-injectors guidance: <https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

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

Additional Essex County Council Resources:

IPRA process and application form: <https://schools.essex.gov.uk/special-educational-needs-and-disabilities-send/send-services-and-support/send-funding/apply-ipra>

Details on applying for Individual Pupil Resourcing Agreement (IPRA) to secure additional funding for pupils with medical needs.

Over the Counter (OTC) medicines guidance:

<https://schools.essex.gov.uk/pupils/SEND/Documents/OTC%20medicines%20in%20schools%20guidance%20v1.0%20March%202020.pdf>

Guidance on administering OTC medicines, salbutamol inhalers, and adrenaline auto-injectors in schools.

Education Access medical referrals: <https://schools.essex.gov.uk/admissions-and-attendance/education-access/medical-referrals>

Information on making referrals for pupils unable to attend school due to medical needs.