



V6.0



Medical Needs Policy

**This policy applies to all the academies in
The Lionheart Educational Trust**

March 2026 – March 2028



Principles

Most pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most pupils with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. This policy defines the ways in which the academies within the Trust support the needs of pupils with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

Aims

1. To ensure that pupils with medical needs receive proper care and support in school.
2. To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting pupils with medical needs.
3. To define the areas of responsibility of all parties involved: pupil, parents, staff, head teacher / head of school or college, Governing Body, Executive Team, Board, etc.

Practice

1. Parents/carers are responsible for ensuring that their child is well enough to attend school.
2. Parents/carers must provide the head teacher / head of school/college with sufficient information about their child's medical condition and support and care required at school.
3. Parents/carers and the head teacher / head of school/college must reach an agreement on the school's role and responsibility for support for the child.
4. The need for accurate records in such cases is crucial. Therefore, thorough accurate record-keeping systems have been drawn up, to be maintained by staff involved in supporting pupils with medical needs.
5. The head teacher / head of school/college will ensure that staff who are willing or for whom care of pupils with medical needs falls within their job role should receive appropriate training to assist them with the role of supporting pupils with medical needs, for instance first aid and AAls training.
6. The head teacher / head of school/college ensures that all parents are informed of the school's policy and procedures for medical needs.
7. The Governing Body ensures that the school has clear systems in place, in relation to this area of school life.
8. School staff are naturally concerned about their ability to support pupils with a medical condition particularly if it is potentially life threatening. They need to understand:
 - The nature of the condition
 - When the pupils may need extra attention
 - Where the pupils may need extra attention (This information is to be provided by the pupil's parents)
 - The likelihood of an emergency
 - The action to take in the event of an emergency
9. There is no legal duty which requires school staff to administer medication. Any member of staff who chooses to administer medication does so as a volunteer. It is made clear to staff that any training provided is optional rather than compulsory.



10. It is the parents' responsibility to ensure that accurate and reliable contact details are available at school, to ensure a swift response to any illness or injury notified to them
11. Parents will take responsibility for their child's medical needs at this point, by coming to collect their child/supervise medication personally, advising emergency action (e.g. ambulance) or deeming that the child may remain un-medicated in school until the end of the school day. The school will, if in any doubt about a pupil's condition, contact the emergency services, with or without a parent's request/consent.

SEN and Medical needs

Where a pupil's medical needs have led to a statement of SEN or an EHC Plan, the SENCO will liaise with medical and teaching staff to ensure that needs are met. This may include liaising with local bodies such as MENPHYS and social care services. Where a SEN pupil's medical needs mean that personal care is required, LSAs volunteer and are trained to deliver such care.

Adrenaline Auto-Injectors (AAls)

There is an annual training session for staff to administer AAls, on a voluntary basis. Information about the pupils affected is circulated to all departments within the school to aid identification of these pupils, should an emergency arise.

Details of any students that may require an AAls who travel on the school minibus or school car should be shared with school drivers.

A list of trained staff should be produced and displayed at various key points around the school.

Allergy Management

Pupils with allergies, including those at risk of anaphylaxis, may require additional support to ensure their safety and full access to education. The Trust aims to minimise the risk of allergic reactions occurring in school while ensuring staff understand their responsibilities in recognising and responding to allergy-related needs.

Parents/carers are responsible for providing the school with full and up-to-date information about their child's allergies, including known triggers, symptoms, and any prescribed medication. This information must be shared with the headteacher / head of school so that appropriate support arrangements can be agreed.

Accurate records are essential. Details of a pupil's allergies will be recorded on their Individual Healthcare Plan (IHP), including any allergy management arrangements.

Relevant staff will be made aware of pupils with serious allergies so that risks can be appropriately managed.

The headteacher / head of school will ensure that staff for whom the support of pupils with allergies falls within their role receive appropriate training, for example awareness of allergy symptoms and the use of adrenaline auto-injectors. Whole-school awareness training will also be provided to ensure all staff understand how to recognise an allergic reaction and seek prompt assistance.

The school will take reasonable steps to reduce exposure to known allergens wherever practicable, including working with catering providers to ensure allergen information is available and understood. When activities involve food or known allergens, additional supervision or adjustments may be required to safeguard pupils with allergies.

Emergency medication, such as adrenaline auto-injectors, must be kept in clearly identified, accessible locations. Pupils' prescribed medication must be supplied by parents/carers and kept in date. Where permitted, the school may also hold spare emergency devices for use when needed.



In the event of an allergic reaction, staff will follow the pupil's IHP and seek emergency medical support where required. All incidents will be recorded and reviewed to support learning and improvements in practice.

School trips will be planned to ensure that pupils with allergies can participate safely. The party leader must be fully informed of a pupil's allergy needs, and a trained member of staff will accompany the trip where a pupil may require an adrenaline auto-injector.

This Allergy Management section should be read alongside the Trust's dedicated Allergy and Anaphylaxis Policy, which outlines detailed operational procedures and responsibilities.

Mental Health provision

Where there is a concern about a pupil's mental health, this will be raised and a referral made to appropriate support services either internal or external to the school. There are also a team of NHS school nurses responsible for pupils in this locality. Where appropriate, pupils can also be referred to the Educational Psychology Service and/or Social Services if necessary

Confidentiality – for academies with pupils younger than 14

Parents and pupils requiring support for medical conditions are entitled to confidentiality and records and personal information will be stored safely.

Confidentiality – for academies for pupils aged 14+

Pupils accessing any medical advice or treatment, including accessing any sexual health services are entitled to confidentiality. School staff or staff from external agencies will always ask and encourage pupils to share information with others as appropriate, e.g. parents/carers. However if they do not wish to do so, information will only be passed on, if it is deemed that the pupil is at risk of suffering serious harm, if information is not shared. This would always be explained to the pupil prior to sharing any information.

School Trips

The school will make every effort to ensure that pupils with medical needs have the opportunity to participate in school trips, as long as the safety of the pupil concerned and that of other pupils is not compromised by their inclusion. The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the pupil concerned. Parents must ensure that the party leader has full information on medical needs and any relevant emergency procedures. Where a pupil requires an AAI, a trained member of staff will accompany the trip. Where pupils with diabetes, from years 7, 8, 9, 10 and 11 are participating in trips, staff trained in diabetes support must accompany the trip.

Other bodies which may be accessed or contacted in relation to the support of pupils with medical needs are:

- The Local Authority
- The Health Authority, through NHS Trusts
- The School Health Service (usually through the School Nurse)
- The child's General Practitioner
- The Community Paediatrician
- The Community Service Pharmacist