



Medical Needs Policy

2025-26

Medical Needs Policy

The Dunstone Education Trust is committed to ensuring that all children with medical conditions, in terms of both mental and physical health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Where pupils with medical conditions are disabled the academy trust will comply with their duties under the Equality Act 2010. For pupils with Special Educational Needs this policy should be read in conjunction with the academy's SEN Information Report and the SEN Code of Practice. The policy has also been updated to comply with Benedict's Law (September 2026) to follow guidance to manage severe allergies and awareness of anaphylaxis.

It is the responsibility of the trustee board to ensure that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such pupils can access and enjoy the same opportunities at school as any other pupil. The governing body will ensure that the focus is on the needs of each individual pupil and how their medical condition impacts on their school life.

The person responsible for ensuring that this policy is implemented is the Vice Principal – Pastoral, Behaviour and Attendance

They will ensure that:

- Key staff are fully trained
- Relevant staff will be aware of pupil's conditions
- Briefing for supply teachers
- Risk assessments are completed for school visits, holidays, and other activities outside of the normal timetable
- Monitoring of individual healthcare plans
- All staff have received training on identification of anaphylaxis and treatment

Individual Healthcare Plans

Should there be a need for an individual healthcare plan the Academy will liaise with the School Nursing Team to produce one, which will then be shared with relevant staff.

Parent/Carers Responsibilities

Parents/carers are responsible for supplying the Academy with adequate information regarding their child's condition and medication.

Parents/carers are also responsible for ensuring that the attendance office is kept informed of any hospital appointments/treatment and should ask that the SENCO be copied in to any relevant reports/hospital letters so that adequate support can be provided during the school day.

Medication cannot be held within the academy unless the appropriate forms (obtainable from the academy office) have been completed by parent/carer. This form must be signed and dated by the parent/carer and returned to school prior to commencement of the medication. Medication will then be held securely by the medical room team. Any medication brought into school must be prescribed, in date and in its original packaging which includes the pupil's name and dosage.

Logs are kept on the Schools Information System (SIMS) for all pupils taking medication showing the date and time it was administered. The Senior First Aider will ensure parents are informed if pupils do not take their regular prescribed medication as required from information given to the Academy by parents/carers. e.g. ADHD medication

Under no circumstances will a pupil be allowed to keep medication upon their person or to self-medicate in school unless they have a valid reason to do so unless they suffer from severe allergic reactions which may require the use of an EpiPen, they are diabetic or suffer from Asthma. Should this be the case they should also keep spare medication in the Medical Room in case of an emergency. Any medication found to be on a pupil's person (other than those stated above) will be confiscated and a parent/carer contacted to arrange collection for that medication from school.

In addition to medication stored in the first aid room we have 3 points around school (sports hall, Main office, dining hall) where there are EpiPens kept for use in an emergency where anaphylaxis is suspected.

Paracetamol, Ibuprofen or any Aspirin based medication cannot be held, given out or administered in the Academy unless it has been specifically prescribed for that pupil.

Medication which pupils need to carry with them at all times.

- (a) This applies particularly to EpiPens, inhalers for asthma, which pupils should have labelled clearly with their name, the drug and the dosage in the original packaging from the prescriber. Students who are Type 1 diabetic will have a plan written by a diabetic nurse, they will need to have their devices/monitor and phone available to check blood sugar but they must only be used for this reason.
- (b) If pupils are required by their parents/carers to carry other medication, they should carry only one dose. Again, this must be clearly labelled and in the original packaging from the prescriber.
- (c) In all cases, parents/carers of pupils carrying medication must have completed, signed and returned the Request Form (**Form 2**) available from Reception.

Short-term medication – e.g. a course of antibiotics.

The child's parent/carer may come to the Academy at the required time to administer the medicine. (Parents/carers are requested to report to Reception.)

No child under the age of 16 should be given prescription or non-prescription medicines without their parent's/carers written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents/carer. In such cases, every effort should be made to encourage the child or young person to involve their parents/careers while respecting their right to confidentiality.

Emergency medication

Sometimes pupils require prompt emergency treatment for extreme conditions such as: severe asthma, epilepsy, diabetes and extreme allergic reactions.

Parents/carers of these pupils must fill in the Emergency Procedure Form (**Form 3**) available from Reception.

In these cases, parents/carers may require the Academy to keep emergency medication. The parent/carer must provide written consent with clear instructions as to dosage and how to administer the medication or other treatment, which will be kept with the medication. Medication should be fully labelled (pupil's name, drug and dosage in the original packaging from the prescriber) and handed in to Reception by the parent/carer. The Academy will keep the medication in a secure place.

Supporting pupils who have short-term or long-term medical needs

- (a) Where a pupil's absence from the academy is likely to last for 15 working days or less and is not part of a pattern of recurring illness Fulwood Academy will provide the pupil with homework as soon as he/she is able to cope with it.
- (b) If a pupil has been absent for more than 15 working days, or if it is known in advance that the pupil will be absent from the Academy for more than 15 days, we may refer the pupil to Larches Medical using the agreed referral procedure. A referral to Larches Medical comprises of:
 - a completed referral form;
 - the name of the Academy contact person
 - a supporting letter from the pupil's consultant, for example:
 - Any hospital consultant
 - The Consultant Community Paediatrician or Associate Specialist
 - Consultant Child and Adolescent Psychiatrist and the local child and Adolescent Mental Health Services Team
 - In the case of a pregnant girl the midwife may refer with the expected date of confinement

If the GP refers to a consultant but is aware that there may be a wait before the pupil will be seen, then he or she may send a referral to Larches Medical accompanied by a letter stating his or her opinion that the pupil will need support together with a copy of the referral to the consultant.

The Area Manager from Larches Medical will consider the referral and may accept it on condition that, if the consultant does not support the referral, Larches Medical provision will cease.

- (c) Fulwood Academy recognises its responsibility to monitor and follow up causes of pupil absence. In the case of a continued absence from the Academy, parents/carers should

provide the Academy with a confirmatory letter of support from the referrer as defined in (b) above.

- (d) If a pupil is absent owing to a recurring chronic* condition an immediate contact with Larches Medical will be made by Fulwood Academy in order to ensure that the pupil can be provided with education as soon as is practicable. This will be incorporated into the pupil's medical care plan or Personal Education Plan.

* 'Chronic' is used here to indicate that the pupil has a condition which will persist throughout most of their Academy life, e.g. Cystic Fibrosis.

- (e) In situations where pupils have medical needs which may affect their access to education the Academy has nominated the SENCO and Inclusion Manager to facilitate communication between the Academy, the pupil, the pupil's parents/carers and other agencies. As first point of contact, Form Tutor or Admissions Team will advise the SENCO or Inclusion Manager of pupils who fall into this category. The SENCO or Inclusion Manager will be available to attend review meetings and /or case conferences as appropriate.

The SENCO, Inclusion manager, Admissions Team and Form Tutors can be contacted on 01772 719060.

Uniform Adjustments for Medical Needs

Where a pupil's medical condition impacts their ability to wear the standard school uniform, reasonable adjustments may be considered in exceptional circumstances. Any adjustments will be determined on a case-by-case basis and must be supported by appropriate medical evidence, including written confirmation from a **consultant physician**.

All agreed adjustments will be recorded within the pupil's plan and reviewed regularly to ensure they remain appropriate to the pupil's needs.

Any alternative clothing or adaptations must remain in keeping with the school's expectations and ethos. Colours must align with the school's published uniform colours, and items must not contain logos, branding, or markings unless expressly agreed by the school.

The school reserves the right to review or amend agreed adjustments if circumstances change or if medical advice is updated.

- (f) Fulwood Academy will also consider the need to take into account additional needs under the terms of the SEN Code of Practice
- (g) Once a pupil has been accepted by Larches Medical, Fulwood Academy will plan with the service how best to ensure continuity of educational provision. Plans for re-integration will also be considered at this stage. Effective liaison is particularly important for those pupils working towards public examinations. Pupils will receive Academy publications and be kept informed of social events.
- (h) Where a pupil is likely to be absent from the academy for more than 15 working days and in those cases where a pupil has a recurring chronic condition, Fulwood Academy will involve Larches Medical in the pupil's medical care plan or Personal Education Plan.

- (i) Fulwood Academy will provide information about the pupil's attainment and achievement including CATS, SATS, estimated grades and Progress before placement commences. The curriculum for individual pupils will be arranged by Fulwood Academy in liaison with Larches Medical as quickly as possible, in order to facilitate the continuity of a suitable education programme. All relevant materials, including texts, will be provided to enable teachers at Larches Medical to cover the syllabus/scheme of work.
- (j) Fulwood Academy will explore, with Larches Medical, any initiatives which could lead to the provision of high quality on-line learning materials which are either free or at low cost, e.g. e-mails, access to materials on line.
- (k) Where a pupil has non-teaching support defined in an Education Health Care Plan (EHCP), either in the form of funding or personnel, then Fulwood Academy expects that the provision will accompany the pupil if Larches Medical provision is expected to extend beyond 10 weeks.
- (l) Fulwood Academy will liaise with the Academy's Careers Advisor if there is a need for the involvement of a Careers Adviser for the pupil concerned. Larches Medical colleagues will liaise with the Careers Adviser to ensure that the pupil receives appropriate support.
- (m) Fulwood Academy recognises the key role it can play in ensuring the successful reintegration of pupils returning to the academy following a period of illness or hospitalisation including their emotional and general well-being. Therefore, with advice from Larches Medical, the Academy will:
 - ensure that any reintegration plan is fully carried out;
 - work with all agencies to support smooth transition;
 - ensure that a pupil's educational needs are appropriately addressed;
 - ensure that pupils are entered for appropriate examinations;
 - ensure that peer groups are involved in supporting the pupil's reintegration;
 - continue arrangements on a temporary basis whilst pupils adjust to normal Academy life and liaise with Lancashire Education Medical Service to provide follow up information.

Pupils with an Education Health and Care Plan

If Larches Medical provision for a pupils with an EHCP is required for longer than 10 weeks Fulwood Academy will call an interim review and invite Larches Medical and a member of the SEN team to attend.

Pupils Who Become Pregnant

Fulwood Academy will inform the Pregnancy and Parenthood Service of any pupil on role who becomes pregnant (to comply with regulations on keeping statistics).

The pupil will remain in the Academy for approximately 24 weeks of their pregnancy. They may then have the option to attend Larches Medical until the birth.

If it is agreed that an alternative short placement out-of-Academy is required over the expected date of birth, the Pregnancy and Parenthood Mentor at Larches Medical will arrange a placement for a maximum of 3 months after the birth.

The same curricular and exam liaison procedures will apply.

Monitoring and Evaluation

This policy statement and the Academy's performance in the area of supporting pupils with medical needs will be monitored by the Link Governor for SEND annually.

Parental Request for School to Administer Medication

The school staff will not issue your child's medicine unless you complete and sign this form.

Details of Pupil			
Pupil name			
Date of birth		Tutor group	
Address			
Condition or illness			
Medication			
Name/type of medication (as described on the container)			
For how long <u>will your child</u> take this medication			
Date dispensed			
Expiry date			
Full directions for use			
Dosage and method			
Timing			
Special precautions / other instructions			
Side effects			
Self-administration*	YES / NO (delete as appropriate)		
Procedures to take in an emergency			
Contact details			
Name			
Relationship to pupil			
Daytime telephone number			
Address			
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school 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 school.			
Date		Signature	

NB: Medicines supplied must be in the original container as dispensed by the pharmacy.

Please note, if your child cannot self-administer their medication under the supervision of school staff, the School will contact you to arrange a meeting to discuss your child's needs.

Parental Request for Pupils to Carry Own Medication

This form must be completed by the Parent / Carer.

If staff have any concerns, the request must be discussed with the school healthcare professionals.

Details of Pupil	
Pupil name	
Date of birth	
Tutor group	
Address	
Medication	
Name of medicine	
Predicted end course of medication	
Procedure to take in an emergency	
Contact details	
Name	
Daytime phone number	
Relationship to child	

I would like my child to keep their medication with them for use as necessary.

Signed (Parent/Carer)		Date
Signed (SLT)		Date