Pupils with Medical Conditions

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Contents Page

Part A – Trust Policy
Part B – Academy Implementation Record

Part A

1. Introduction
2. Legislation and Statutory Framework
   2.1 Early Years Provision
3. Policy statement
4. Policy Implementation
5. Notification that a pupil has a medical condition
6. Notification procedures
7. Initial response
8. Timescales
9. Transition arrangement
10. Multi-agency working
11. Early identification and graduated support
12. Monitoring and review
13. Individual healthcare plans (IHPs)
14. Developing individual healthcare plans
15. Content of individual healthcare plans
16. Confidentiality and information sharing
17. Reviewing healthcare plans
18. Monitoring the effectiveness of healthcare plans
19. Reasonable adjustments
    19.1 Temporary medical condition or injury
20. Roles and responsibilities
    20.1 Trust Board of Trustees
    20.2 Chief Executive Officer
    20.3 Director of SEND and Inclusion and Trust Health and Safety Lead
    20.4 Executive Headteacher/Headteacher/Head of Academy
    20.5 Academy Medical Lead/First Aid Lead
    20.6 SENDco
    20.7 Staff
    20.8 Parents/carers
    20.9 Pupils
    20.10 Healthcare professionals
    20.11 Local Governing Bodies

21 Staff training and competency
   21.1 Training responsibilities
   21.2 Levels of training
   21.3 Training principles
   21.4 Competency Assessment
   21.5 Refresher training

22 Supply staff, volunteers and visitors
   Visitors, Parents and Volunteers with Medical Conditions and Allergies

23 Emergency Preparedness
24 Supporting staff well-being
25 Partnership with healthcare professionals
26 Monitoring and quality assurance
27 The child's role in managing their own medical needs
28 Promoting independence
29 Self-administration of medication
30 Carrying personal medication
31 Supervision and support
32 Respecting dignity and privacy
33 Participation in academy life

- Residential visits
- Walking to and from the academy

34 Pupil voice
35 Responsibilities of pupils
36 Monitoring and reviewing
37 Managing medicines on academy premises
38 Principles
39 Prescription medicines
40 Non-prescription medicines
41 Administration of medicines
41.1 Written consent
41.2 Self-administration
42 Storage of medicines
43 Emergency medicines
44 Control drugs
45 Disposal of medicines
46 Record keeping
47 Medicine errors
48 Monitoring and audit
49 Unacceptable practice
50 Liability and indemnity
51 Complaints

Part B- Academy Implementation Record

Appendix 1. Insurance cover: Medical treatment decision Tree
Appendix 2. Examples of treatment (RAG rated)
Appendix 3. consent for administration of medication
3.1 Parental consent for administering prescribed medication
3.2 Parent consent for administering non-prescription medication
Appendix 4-Individual Health Care Plan (IHP)
Asthma Care Plan
Allergy Health Care Plan
Appendix 5- Individual risk assessment for a child with a temporary medical condition or injury
Appendix 6 -Signing in and out medication
Appendix 7 -Administering Medication Record
7.1 administering medication
7.2 administering insulin (1 per child)
7.3 administering prescribed medication (1 per child)
Appendix 8 – Trust Admissions Paperwork – Medical
Appendix 9 – Overview of List of Medical Conditions in academy
Appendix 10- Inhaler and Epi-Pen log and expiry date (whole academy)
Appendix 11- Consent form for walking to and from Academy

This Medical Conditions Policy has been developed alongside the Trust's Allergy Policy. The two policies should be read and implemented in conjunction with one another to ensure that the medical needs of pupils, including those with allergies and other medical conditions, are appropriately identified, assessed and managed.

1. Introduction

The Lighthouse Multi Academy Trust and its academies are committed to ensuring that every pupil with a medical condition receives the support they require to participate fully in academy life, achieve their potential and experience a safe, inclusive and ambitious education.

The Lighthouse Multi Academy Trust and its academies recognise that children and young people with both physical and mental health conditions are entitled to a full education and should enjoy the same opportunities as their peers. No pupil will be denied admission, excluded from activities or prevented from accessing the curriculum because suitable arrangements for supporting their medical condition have not yet been made.

We believe that effective support for pupils with medical conditions promotes:

- inclusion, belonging and participation
- educational achievement
- attendance
- physical health
- emotional wellbeing
- independence
- preparation for adulthood.

This policy sets out how the Lighthouse Multi Academy Trust and its academies fulfils its statutory duties to support pupils with medical conditions whilst maintaining high expectations for achievement, safeguarding and wellbeing.

The academy recognises that some pupils with medical conditions may also have Special Educational Needs and Disabilities (SEND), disabilities under the Equality Act 2010, or safeguarding vulnerabilities. Where this is the case, support will be coordinated through a graduated, child-centred approach involving education, health and social care professionals where appropriate.

This policy is intended to be used in conjunction with the following policies:

Local Academy Policies	Lighthouse Multi Academy trust Policies
• Admissions Policy • Anti-Bullying Policy • Accessibility Plan • Attendance Policy • Behaviour and discipline Policy • Equality Objectives and Policy • First Aid Policy • Health and Safety Policy • Risk Assessments • Safeguarding & Child Protection Policy • Special Educational Needs and Disabilities (SEND) Policy	• Allergy Safety Policy and procedures • Complaints Procedures & Policy • Educational Visit Policy • Early Years Policy • Intimate Care Policy • Positive Handing and restrictive intervention (Team Teach) Policy

2.Legislative and Statutory Framework

This policy has been developed in accordance with:

- Department for Education *Supporting Pupils at Academy with Medical Conditions* (Statutory Guidance)
- Keeping Children Safe in Education (KCSIE) 2026
- Children and Families Act 2014
- Equality Act 2010
- SEND Code of Practice (2015)
- Working Together to Safeguard Children
- Early Years Foundation Stage Statutory Framework

- Health and Safety at Work Act 1974
- NHS clinical guidance relating to long-term medical conditions
- Human Medicines Regulations 2012
- Achieving, Thriving and Belonging: The National Vision for SEND Reform
- Children's Wellbeing and Academy's Act 2026 – section 34 (allergy safety provisions in academy's) and Department for Education statutory guidance, Allergy safety in academy's (July 2026).

2.1 Early Years Provision

For pupils attending Early Years provision, including 2 year old provision, Nursery and Reception, the academy will ensure that arrangements for supporting medical conditions comply with the Early Years Foundation Stage (EYFS) Statutory Framework. Medical support will be appropriate to the child's age, stage of development and individual needs.

The academy will ensure that appropriate arrangements are in place for medicines, health and safety, emergency medical needs, paediatric first aid, safer eating, safer sleeping, allergies and safeguarding. Staff deployment and supervision will take account of individual medical needs and any additional support or reasonable adjustments required to enable children to participate fully in the Early Years curriculum and daily provision.

Where a child has a medical condition requiring specific support, the academy will work with parents/carers and relevant health professionals to establish appropriate arrangements, including an Individual Healthcare Plan where required. Medical arrangements will be reviewed whenever the child's needs change and as part of the academy's normal review processes.

3.Policy Statement

The Lighthouse Multi Academy Trust and its academies are committed to providing an inclusive environment where pupils with medical conditions are safe, supported and able to participate fully in every aspect of academy life.

We recognise that effective management of medical conditions enables pupils to attend regularly, access high-quality education, develop independence and achieve positive outcomes. Every child will be treated with dignity, respect and compassion, with decisions centred upon their individual needs and best interests.

The academy will ensure that:

- pupils with medical conditions receive appropriate support to enable full access to education, educational visits, enrichment activities and extra-curricular opportunities;
- arrangements are implemented promptly following notification of a medical condition;
- Individual Healthcare Plans (IHPs) are developed where appropriate and reviewed at least annually unless there are any health changes;
- staff receive appropriate information, training and competency-based support before assuming responsibility for medical procedures;
- medicines are administered safely and in accordance with statutory guidance;
- parents and carers are fully involved in planning and reviewing support;
- multi-agency working underpins effective planning and decision-making;
- safeguarding remains central to all arrangements for supporting pupils with medical conditions;
- reasonable adjustments are made in accordance with the Equality Act 2010;
- pupils are never disadvantaged because of a medical condition;
- decisions are informed by evidence, professional advice and the wishes of the child and family wherever possible.

The academy recognises that medical conditions may fluctuate or change over time. Support arrangements will therefore remain flexible and responsive to changing circumstances.

Where pupils have both medical needs and SEND, planning will align with the Assess–Plan–Do–Review cycle and, where applicable, Education, Health and Care Plans (EHCPs), ensuring a coordinated and holistic approach to meeting need.

The Lighthouse Multi Academy Trust and its academies are committed to fostering a culture of inclusion, belonging and high aspirations where every pupil is supported to thrive academically, socially and emotionally, regardless of their medical condition.

4.Policy Implementation

The Trust Board of Trustees, as the proprietor of the academies within the Trust, has overall strategic and legal accountability for ensuring that the Trust fulfils its statutory responsibilities in relation to supporting pupils with medical conditions.

The Local Governing Body will provide monitoring, challenge and assurance in accordance with the Trust's Scheme of Delegation. The Local Governing Board will ensure that appropriate policies, procedures, staffing, training and resources are in place to enable pupils with medical conditions to participate fully in all aspects of academy life.

The Headteacher has overall responsibility for the day-to-day implementation of this policy and for ensuring that appropriate arrangements are established, maintained and reviewed. This responsibility may be delegated to the Medical Conditions Lead; however, accountability for implementation remains with the Headteacher.

Each academy has appointed a member of the Senior Leadership Team with strategic responsibility for coordinating support for pupils with medical conditions.

Operational responsibility has been delegated to the Medical Conditions Lead and will work collaboratively with the Headteacher, SENDCO, Designated Safeguarding Lead (DSL), Allergy Lead, parents, healthcare professionals and other relevant agencies to ensure that pupils receive safe, effective and inclusive support.

The Medical Conditions Lead will:

- coordinate the implementation of this policy across the academy;
- ensure Individual Healthcare Plans (IHPs) are developed, implemented and reviewed in partnership with parents, pupils and healthcare professionals;
- ensure all relevant staff are aware of pupils' medical needs whilst maintaining appropriate confidentiality;
- coordinate appropriate staff training and maintain records of staff competence;
- ensure suitable arrangements are in place before a pupil with a medical condition starts at the academy or returns following diagnosis or treatment;
- oversee the safe storage, administration and recording of medicines;
- ensure emergency procedures are clearly communicated and rehearsed where appropriate;
- monitor the effectiveness of support arrangements and report any concerns to the Headteacher.

The academy recognises that supporting pupils with medical conditions is a whole-academy responsibility. Every member of staff has a role in creating an inclusive environment where pupils with medical conditions are able to access education safely and successfully.

The academy will ensure that sufficient numbers of appropriately trained staff are available at all times to implement Individual Healthcare Plans and respond effectively to foreseeable emergencies. Contingency arrangements will be in place to provide appropriate cover during staff absence, educational visits, residential visits and extracurricular activities.

Support for pupils with medical conditions will be embedded within the academy's wider systems for inclusion, safeguarding and SEND. Where appropriate, planning will be coordinated with:

- Education, Health and Care Plans (EHCPs);
- SEND Support Plans;
- risk assessments;
- Personal Emergency Evacuation Plans (PEEPs);
- Attendance and Reintegration Plans;
- Modified time-tables
- safeguarding plans;
- individual behaviour support plans.

The academy recognises that many pupils with medical conditions also experience additional vulnerabilities, including disability, SEND, mental health needs, prolonged absence or social care involvement. Planning will therefore adopt a holistic, child-centred approach that promotes educational achievement, wellbeing, independence and inclusion.

The academy will work proactively with parents, NHS services, community healthcare professionals, the Local Authority and other relevant agencies to ensure that support is coordinated, timely and responsive to changing needs. Wherever possible, information will be shared before a pupil joins the academy or returns following diagnosis, treatment or a significant change in medical needs.

Reasonable adjustments will be implemented in accordance with the Equality Act 2010 to ensure that pupils with medical conditions are not placed at a substantial disadvantage compared with their peers. Adjustments will be proportionate to the child's needs and reviewed regularly.

The academy will monitor the effectiveness of this policy through:

- regular review of Individual Healthcare Plans;
- monitoring of staff training and competency records;
- audits of medication administration records;
- review of incidents, near misses and emergency responses;
- feedback from pupils, parents and staff;
- safeguarding and SEND monitoring activities;
- governor oversight through regular reporting.

Where lessons are learned following an incident, complaint, medical emergency or safeguarding concern, these will be used to strengthen practice, update procedures and inform future staff training in line with the academy's commitment to continuous improvement.

5.Notification that a Pupil has a Medical Condition

The Lighthouse Multi Academy Trust and its academies are recognises the importance of early identification and effective planning to ensure that pupils with medical conditions receive appropriate support from the earliest opportunity. Prompt communication between parents, healthcare professionals and the academy is essential to ensure that suitable arrangements are implemented without delay.

The Lighthouse Multi Academy Trust is committed to ensuring that every pupil with a medical condition is able to access a full, inclusive and ambitious education across all our academies. No pupil will be denied admission or unnecessarily prevented from attending the academy or participating in educational activities because they have a medical condition.

The Trust and its academies will work with parents/carers, pupils and relevant healthcare professionals to put appropriate medical support arrangements in place as soon as reasonably practicable. Where arrangements are still being developed, the academy will consider what interim measures can safely be put in place to enable the pupil to attend and participate in academy life wherever reasonably practicable.

Where a pupil's medical needs require specific support or arrangements to enable them to attend or participate safely, the academy will work with the pupil, parent/carer and relevant healthcare professionals to identify and implement appropriate arrangements. Where appropriate, these arrangements will be documented within an Individual Healthcare Plan (IHP) and communicated to relevant staff. The Individual Health Care Plan will have a section at the top for staff to write what other needs/ conditions the child may have in relation to the Allergy Safety policy and procedures.

The Medical Conditions Lead will coordinate appropriate reasonable adjustments and support arrangements to enable pupils with medical conditions to participate safely and fully in the curriculum, educational visits, enrichment activities, extended services, physical education, examinations, residential visits and all other aspects of academy life, unless evidence from an appropriate healthcare professional indicates that participation would present an unacceptable level of risk.

Any decision to restrict a pupil's attendance or participation will be based on their individual medical needs and an appropriate risk assessment, rather than solely on the fact that they have a medical condition.

The Lighthouse Multi Academy Trust expects every academy to work collaboratively with pupils, parents/carers, healthcare professionals, local authorities and other relevant agencies to ensure that support is timely, person-centred, proportionate and responsive to changing medical needs. Decisions regarding admission, attendance, participation or reasonable adjustments will always be made in accordance with:

- Section 100 of the Children and Families Act 2014-— duty on the appropriate authority of an academy to make arrangements for supporting pupils with medical conditions.
- The Equality Act 2010;
- the SEND Code of Practice (2015);
- the Department for Education statutory guidance on supporting pupils with medical conditions at academy and subsequent updates;
- Keeping Children Safe in Education; and
- all relevant NHS clinical guidance.

The Lighthouse Multi Academy Trust is committed to promoting a culture of inclusion, safeguarding, dignity and equity. The academies will ensure that pupils with medical conditions are supported to achieve, thrive and belong, with barriers to participation identified and removed wherever reasonably practicable. Where a pupil has an allergy requiring specific arrangements, the Medical Conditions Lead will also comply with the Trust's Allergy Safety Policy and associated procedures, including emergency planning, staff training, the safe management of medication, and the recording, reporting and review of medical incidents and near misses.

6.Notification Procedures

The Medical Conditions Lead may be informed that a pupil has a medical condition through a variety of routes, including:

- information provided during the admissions process;
- direct communication from parents or carers;
- notification from healthcare professionals, including Academy Nursing Services, specialist nurses, consultants or General Practitioners;
- Early Years settings or previous educational settings;
- Education, Health and Care (EHC) Plan reviews;
- safeguarding or multi-agency meetings;
- changes identified during the academic year.

Parents and carers are responsible for informing the academy as soon as possible if their child's medical needs change, including changes to medication, treatment, diagnosis, emergency procedures or healthcare professionals involved.

The Medical Conditions Lead will also encourage healthcare professionals to share relevant information, with parental consent where appropriate, to enable effective planning and safe support.

7.Initial Response

Following notification of a medical condition, the Medical Conditions Lead will coordinate an initial assessment of the pupil's needs. This will normally include consultation with:

- the pupil (where appropriate);
- parents or carers;
- relevant healthcare professionals;
- the class teacher;
- the SENDCO, where appropriate
- the Designated Safeguarding Lead (DSL), where appropriate
- the Early Years Leader, where appropriate

The purpose of this initial assessment is to determine:

- the nature of the medical condition;
- whether an Individual Healthcare Plan (IHP) is required;
- any immediate risks to the pupil;
- staff training requirements;
- medication and equipment requirements;
- any reasonable adjustments required under the Equality Act 2010;
- whether additional risk assessments are necessary;
- whether the pupil also has SEND, a disability or safeguarding considerations requiring integrated planning.

Where appropriate, advice will be sought from specialist healthcare professionals before support arrangements are finalised.

8.Timescales

Where notification is received before a pupil joins, the Medical Conditions Lead, will make every reasonable effort to ensure that appropriate support arrangements, including any necessary staff training, are in place before the pupil's first day of attendance.

Where a pupil is diagnosed with a medical condition or their needs change during the academic year, the academy will work with parents and relevant professionals to implement appropriate arrangements as quickly as possible. Wherever practicable, this will normally be achieved within **5 academy days or less**, although more urgent arrangements will be implemented immediately where required to safeguard the pupil's health and wellbeing.

The academy recognises that some complex medical conditions may require additional planning and specialist training. In these circumstances, interim risk assessments and support arrangements will be implemented whilst comprehensive planning is completed.

9.Transition Arrangements

The academy is committed to ensuring smooth transitions for pupils with medical conditions.

Transition planning will take place:

- before admission to the academy;
- when pupils move between year groups or classes;
- when transferring to another educational setting;
- following prolonged absence due to illness or medical treatment;
- following a significant change in medical needs.

Where appropriate, transition meetings will involve parents, pupils, healthcare professionals, the receiving academy/academy or setting, and relevant academy staff to ensure continuity of care and minimise disruption to the pupil's education.

10.Multi-Agency Working

The Lighthouse Multi Academy Trust and its academies recognise that effective support for pupils with medical conditions relies upon strong partnership working.

Where appropriate, the academy will work collaboratively with:

- Academy Nursing Services;
- General Practitioners (GPs);
- hospital consultants and specialist nurses;
- therapists, including occupational therapists, physiotherapists and speech and language therapists;
- mental health professionals;
- the Local Authority;
- Children's Social Care;
- Early Help services;
- other education providers.

Information will be shared appropriately, in accordance with UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, to ensure that professionals have the information necessary to safeguard and support the pupil whilst maintaining appropriate confidentiality.

Information about a pupil's medical condition will be shared on a need-to-know basis where necessary to provide safe care, support the pupil's education or safeguard their welfare. Consent will be sought where required; however, consent will not be relied upon where another lawful basis for sharing applies or where information must be shared to protect the pupil or others.

11.Early Identification and Graduated Support

Consistent with the principles of Achieving, Thriving and Belonging, the Lighthouse Multi Academy Trust and its academies recognise the importance of early identification and timely intervention.

Where concerns arise regarding a pupil's health, attendance, participation or wellbeing, staff will work proactively with families and relevant professionals to identify potential needs.

The academy recognises that medical needs may present alongside Special Educational Needs and Disabilities (SEND), mental health needs or disability. Support will therefore be coordinated through a graduated, child-centred approach, ensuring that educational, health and social care needs are considered holistically.

12.Monitoring and Review

Following notification of a medical condition, arrangements will be reviewed to ensure they remain effective and reflect any changes in the pupil's needs.

Parents/Carers are expected to notify the academy promptly of any changes to medication, treatment, emergency procedures or healthcare advice. Likewise, academy staff will raise any concerns regarding the effectiveness of current arrangements with parents/carers and relevant healthcare professionals without delay.

Where changes present an increased level of risk, the Individual Healthcare Plan, associated risk assessments and staff training will be reviewed to ensure that support continues to meet the pupil's needs safely and effectively.

13.Individual Healthcare Plans (IHPs)

The Lighthouse Multi Academy Trust and the academy recognise that Individual Healthcare Plans (IHPs) are essential in ensuring that pupils with medical conditions receive safe, effective and coordinated support. IHPs provide a clear framework for meeting a pupil's medical needs whilst promoting inclusion, independence, educational achievement and wellbeing.

Not every pupil with a medical condition will require an Individual Healthcare Plan. The academy, in consultation with parents, the pupil (where appropriate) and relevant healthcare professionals, will determine whether an IHP is required based upon the complexity of the child's medical needs and the level of support required during the academy day.

If a child has more than one medical need, for example epilepsy and a diagnosed allergy, they may require separate Individual Healthcare Plans (IHCPs) for each condition. This is because the information, management arrangements, medication and emergency procedures for each condition may be different. For example, an IHCP for epilepsy would set out the child's individual management and emergency arrangements for seizures, while an allergy IHCP would set out the child's allergy triggers, symptoms, emergency medication and actions to be taken in the event of an allergic reaction. The Individual Health Care Plan will have a section at the top for staff to write what other needs/ conditions the child may have in relation to the Allergy Safety policy and procedures.

Children may therefore have multiple plans where this is necessary to ensure that each medical condition is appropriately assessed, managed and supported. The plans should be considered together to ensure that staff have a clear and complete understanding of the child's medical needs and that arrangements are consistent. The academy will work in partnership with pupils, parents, healthcare professionals, the Local Authority and other agencies to ensure that support is timely, and that IHCPs are effective and proportionate to each child's needs.

Where an Individual Healthcare Plan is required, it will be developed before the pupil starts at the academy wherever possible, or as soon as practicable following diagnosis or notification of a medical condition.

The academy recognises that responsibility for developing, implementing and reviewing Individual Healthcare Plans is shared between the academy, parents and relevant healthcare professionals. The Medical conditions lead will coordinate the process and ensure that plans are completed, communicated and reviewed appropriately.

Use of Mobile Phones and Technology for Medical Conditions

The Academy recognises that some pupils may require access to a mobile phone, tablet, smartwatch or other electronic device to monitor or manage a medical condition. This may include, but is not limited to, the use of continuous glucose monitoring (CGM) technology for pupils with diabetes.

Where access to a mobile phone or other technology is required to manage a pupil's medical condition, the Academy will make appropriate arrangements to enable this. Such use will take precedence over the general restrictions contained within the Academy's Mobile Phone Policy where necessary to support the pupil's medical needs.

The arrangements for the use of medical technology will be agreed with the pupil, parent/carer and, where appropriate, the relevant healthcare professional and will be documented within the pupil's Individual Healthcare Plan (IHP).

The IHP should clearly identify, where relevant:

- the medical technology or device being used;
- the purpose of the device;
- when and where the device may be used;
- whether the pupil needs to have the device with them at all times;
- which member(s) of staff are responsible for supporting the pupil;
- how medical alerts or notifications will be responded to;
- what action should be taken when readings indicate that the pupil requires support;
- arrangements for communicating with parents/carers;
- what should happen if the device, sensor, app, connection or battery fails;
- alternative arrangements for monitoring the pupil's medical condition; and
- emergency procedures.

For pupils using continuous glucose monitoring, the Academy recognises that CGM systems may be linked to a mobile phone or other device and may allow parents/carers to monitor glucose levels remotely. Where this forms part of the pupil's agreed medical arrangements, the Academy will support appropriate access to the technology in accordance with the pupil's IHP.

Remote monitoring by a parent/carer does not replace the Academy's responsibility to support and respond to the pupil's medical needs while they are attending the Academy. Academy staff will follow the arrangements set out in the IHP and will not rely solely on a parent/carer being available remotely.

Medical devices and mobile phones should only be used for the purpose specified within the pupil's IHP. The Academy may establish reasonable arrangements regarding where and when the device is used, provided these do not prevent the pupil from effectively managing their medical condition.

Where a pupil requires access to a mobile phone or other technology as a reasonable adjustment because of a disability or medical condition, the Academy will consider and implement appropriate reasonable adjustments in accordance with its legal duties.

Any information generated or accessed through medical technology will be handled appropriately and in accordance with the Academy's data protection and information security arrangements.

Parents/carers **will not** normally be provided with access to the Academy's internal systems, staff network or staff Wi-Fi credentials in order to remotely monitor a pupil's medical condition. Access to Academy systems and networks will be managed in accordance with the Trust's information security, data protection and acceptable use arrangements.

Where remote monitoring forms part of a pupil's agreed medical arrangements, parents/carers should normally use the approved medical application's secure connection or their own internet/mobile connection.

In exceptional circumstances, where a parent/carer is physically on the Academy premises, for example to attend a meeting, the Academy may provide access to a **designated guest Wi-Fi network** where this is necessary to enable the parent/carer to access an approved medical application or otherwise support the pupil's agreed medical arrangements. Parents/carers will not be provided with staff Wi-Fi credentials or access to the Academy's internal network or systems.

Any guest Wi-Fi access will be subject to the Academy's applicable information security, data protection and acceptable use arrangements.

The Academy will ensure that staff who are required to support a pupil using medical technology understand their role and have appropriate training or instruction where necessary.

14.Developing Individual Healthcare Plans

Individual Healthcare Plans will be developed collaboratively with contributions from:

- parents or carers;

- the pupil, where appropriate and in accordance with their age and understanding;
- the Medical conditions lead;
- Allergy Lead
- class teachers and relevant academy staff;
- the SENDCO, where appropriate
- the Early Years Leader, where appropriate
- the Designated Safeguarding Lead (DSL), where safeguarding considerations are identified;
- Academy Nursing Services;
- specialist nurses or consultants;
- General Practitioners (where appropriate);
- therapists and other relevant health professionals.

The academy recognises that parents are experts in understanding their child's needs and values their contribution as equal partners in planning effective support.

Where a pupil has an Education, Health and Care (EHC) Plan, SEND Individual Support Plan or other individual plans, these arrangements will be aligned wherever possible to ensure a coordinated and person-centred approach.

Appendix 4 Individual Health Care Plan

15.Content of Individual Healthcare Plans

Each Individual Healthcare Plan will be proportionate to the child's needs and will clearly identify the arrangements necessary to enable the pupil to access education safely and successfully.

Where appropriate, Individual Healthcare Plans will include:

- details of the pupil's medical condition, diagnosis and prognosis;
- signs, symptoms, triggers and indicators of deterioration;
- prescribed medication, including dosage, method of administration, timing, storage requirements and potential side effects;
- any medical equipment required;
- daily care requirements;
- dietary requirements;
- access to food, drink and toileting facilities where required to manage the condition;
- environmental considerations, including any reasonable adjustments required;
- arrangements for educational visits, sporting activities and extracurricular provision;
- arrangements for examinations, assessments;
- periods of absence;
- the level of support required throughout the academy day;
- arrangements for self-management where appropriate;
- staff responsible for providing support;
- confirmation that staff have received appropriate training and demonstrated competency;
- emergency procedures, including when to seek emergency medical assistance;
- contact details for parents and relevant healthcare professionals;
- arrangements for information sharing whilst maintaining confidentiality;
- review dates and responsibilities for monitoring the effectiveness of the plan.

Where pupils have complex medical conditions, or allergies the Individual Healthcare Plan may also reference associated risk assessments, Personal Emergency Evacuation Plans (PEEPs), intimate care plans or other specialist documentation. Please refer to the Allergy Safety Policy and Procedures.

Where a pupil has a medical condition requiring specific support or adjustments in academy, the academy will work with parents/carers and, where appropriate, healthcare professionals to develop an Individual Healthcare Plan using the Trust template. The IHP will be based on information and advice provided by the pupil's healthcare professional and will identify the support required within academy. The academy will ensure that relevant staff are aware of the plan and understand their responsibilities. **Where an Individual Healthcare Plan has been prepared by a healthcare professional, the existing plan will be accepted and will not need to be transferred onto the Trust template.**

16.Confidentiality and Information Sharing

The Lighthouse Multi Academy Trust and the academy recognise that pupils have a right to privacy whilst also ensuring that staff have sufficient information to safeguard their health and wellbeing.

Information contained within Individual Healthcare Plans will be shared only with those members of staff who require it to fulfil their responsibilities.

All information will be processed in accordance with:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018;
- Keeping Children Safe in Education (KCSIE) 2026;
- The Trusts Data Protection Policy.

Where appropriate, pupils will be involved in decisions regarding how information about their medical condition is shared.

17.Reviewing Individual Healthcare Plans

Individual Healthcare Plans are living documents and will be reviewed:

- at least annually;
- following any significant change in the pupil's medical condition;
- following a hospital admission;
- following a medical emergency;
- following changes to medication or treatment;
- before significant educational transitions;
- where concerns are raised regarding the effectiveness of current arrangements.

Parents are expected to notify the academy promptly of any changes to their child's medical needs.

Where changes are identified, the academy will update the Individual Healthcare Plan without delay and communicate amendments to all relevant staff.

18.Monitoring the Effectiveness of Individual Healthcare Plans

The Medical Conditions Lead will oversee the implementation of Individual Healthcare Plans to ensure that they remain accurate, effective and reflective of the pupil's current needs.

Monitoring activities will include:

- regular communication with parents and pupils;
- review of medication administration records;
- monitoring attendance and participation;
- review of any medical incidents or near misses;
- evaluation of staff confidence and competency;
- review of educational outcomes and wellbeing where appropriate.

Lessons learned following medical incidents or changes in clinical advice will be incorporated into Individual Healthcare Plans to promote continuous improvement and strengthen the academy's arrangements for supporting pupils with medical conditions. Any medical incidents MUST be reported to the Director of SEND and Inclusion and the Trust Health and Safety Lead using the form on the Landing Page.

Examples could include (not exhaustive):

- A pupil experiencing a significant deterioration in their medical condition while at academy.
- A medical emergency requiring the administration of emergency medication or use of an emergency care plan.
- An incorrect, missed, delayed or refused dose of prescribed medication.
- Medication being administered incorrectly, including the wrong medication or dose.
- Medication being administered to the wrong pupil.
- A medication error identified after administration, even where the pupil appears unaffected.
- A pupil experiencing an adverse or unexpected reaction to medication or treatment.
- A medical procedure or treatment being carried out incorrectly or outside the agreed care plan.
- A pupil requiring an ambulance, emergency medical assistance or hospital treatment while at academy.

- A significant injury or accident where the pupil's underlying medical condition or prescribed treatment is relevant.
- A pupil experiencing a seizure, severe allergic reaction, asthma attack, diabetic emergency or other significant medical episode.
- A failure of essential medical equipment or an issue with the availability, storage or accessibility of emergency medication.
- A situation where staff are unable to follow an Individual Healthcare Plan as written.
- A change in a pupil's medical condition or clinical advice that requires the academy to review or amend their Individual Healthcare Plan.
- Any incident where staff identify that existing medical arrangements, training or procedures were insufficient to meet the pupil's needs.

19.Reasonable Adjustments

In accordance with the Equality Act 2010, the Lighthouse Multi Academy Trust and its academies will make reasonable adjustments to remove barriers that may disadvantage pupils with medical conditions.

Adjustments may include, but are not limited to:

- flexible timetabling where appropriate;
- adapted learning environments;
- additional rest breaks;
- modified physical activities;
- access to hydration, snacks or medication;
- adjustments to educational visits;
- examination access arrangements;
- support during periods of recovery following illness or medical treatment.

Reasonable adjustments will be reviewed regularly to ensure they continue to meet the pupil's needs.

19.1 Temporary medical condition or injury

A temporary medical condition or injury is a short-term illness, injury or period of post-operative recovery that temporarily affects a pupil's mobility, physical functioning or ability to participate fully in normal academy activities.

Examples may include, but are not limited to:

- a broken arm or leg;
- a limb in a cast or brace;
- recovery following surgery;
- temporary use of crutches, a wheelchair or other mobility aids;
- a temporary restriction on physical activity or participation in PE; and
- an injury requiring temporary adjustments to movement, access or participation in academy activities.

Where a pupil has a temporary medical condition or injury, the academy will work with parents/carers and, where appropriate, the pupil's healthcare professional to identify any reasonable and proportionate adjustments or additional support required to enable the pupil to access education safely and participate as fully as possible in academy life.

Depending on the nature and duration of the condition or injury, adjustments may include changes to classroom location or seating, arrangements for movement around the academy, additional time between lessons, support with carrying equipment or accessing facilities, adjustments to PE or other physical activities, access to rest periods, or temporary changes to arrangements for the academy day. The academy will use the Trust Risk Assessment template to ensure the pupil can attend the academy safely.

Where specific medical support, treatment or ongoing management is required, an Individual Healthcare Plan (IHP) will be written. The academy will consider the information provided by the pupil's parent/carer and, where appropriate, advice from the pupil's healthcare professional when determining the support required. An existing healthcare plan provided by a healthcare professional will not need to be transferred onto the Trust template.

The academy will ensure that relevant staff are informed of any agreed adjustments or medical arrangements and understand their responsibilities. Arrangements will be reviewed as appropriate, particularly where the pupil's condition changes, the period of recovery is extended, or further clinical advice is received.

Temporary medical conditions or injuries will not, in themselves, be regarded as a disability. However, where a pupil has an underlying condition or impairment that meets the relevant legal definition of disability, the academy will consider its duties under the Equality Act 2010 and any other applicable legislation.

20.Roles and Responsibilities

Supporting pupils with medical conditions is a shared responsibility requiring effective partnership between the Lighthouse Multi Academy Trust, academies, families, healthcare professionals and external agencies. All parties have a duty to work collaboratively to ensure that pupils with medical conditions are safe, well supported and able to participate fully in education.

20.1 Trust Board of Trustees

The Trust Board has ultimate accountability for ensuring that the Trust fulfils its statutory responsibilities in relation to supporting pupils with medical conditions.

The Trustees will:

- approve, adopt and regularly review this Trust-wide policy;
- ensure compliance with all relevant legislation and statutory guidance;
- ensure that appropriate governance, assurance and oversight arrangements are in place across all Trust academies;
- seek assurance that suitable resources, staffing, training and systems are available to enable effective implementation of this policy;
- monitor Trust-wide compliance, trends, significant medical incidents, complaints and lessons learned;
- ensure that arrangements promote equality, inclusion, safeguarding and the removal of barriers to learning;
- hold the Chief Executive Officer to account for the effective implementation of this policy across the Trust.
-

20.2 Chief Executive Officer

The Chief Executive Officer has delegated responsibility from the Trust Board for ensuring the effective implementation of this policy across all academies.

The Chief Executive Officer will:

- promote a consistent Trust-wide approach to supporting pupils with medical conditions;
- ensure appropriate systems, resources and staffing are in place;
- ensure compliance is monitored through Trust quality assurance arrangements;
- receive reports from Trust Central Team regarding significant incidents, risks and emerging themes;
- ensure academies receive appropriate challenge and support where improvements are required;
- provide assurance to the Trust Board regarding statutory compliance.

20.3 Director of SEND and Inclusion and Trust Health and Safety Lead

The Director of SEND and Inclusion and the Trust Health and Safety Lead share responsibility for providing strategic leadership, oversight and support for the effective implementation of this policy across the Trust. They will work collaboratively to ensure that the Trust's arrangements for supporting pupils with medical conditions are inclusive, safe, consistently applied and subject to appropriate monitoring and review.

The Director of SEND and Inclusion and Trust Health and Safety Lead will:

- support academies in implementing this policy consistently and effectively;
- develop and maintain Trust-wide guidance, procedures and resources relating to the management of medical conditions;
- monitor compliance through academy reviews, audits, incident reporting and quality assurance activities;
- support Executive Headteachers, Headteachers, Heads of Academy, Senior Leadership Teams and SENDCOs in addressing complex cases and managing risks associated with pupils' medical needs;
- promote inclusive practice, reasonable adjustments, person-centred planning and safe access to education for pupils with medical conditions;
- coordinate and contribute to Trust-wide professional development and training relating to medical conditions, health, safety, inclusion and SEND;

- review medical incidents, near misses and emerging themes to identify lessons learned, risks and opportunities for improvement;
- report medical incidents or near misses to the CEO when received;
- identify emerging trends, risks and development priorities and report these to the CEO and Trustees termly;
- work collaboratively with academies to ensure that appropriate actions are identified and implemented following medical incidents, audits or reviews;
- facilitate effective partnership working with healthcare professionals, health services, local authorities and other relevant agencies to support pupils and improve outcomes; and
- ensure that the Trust's arrangements for managing medical conditions are reviewed and updated in response to changes in legislation, guidance, clinical advice, identified risks and lessons learned.

20.4 Headteacher

The Headteacher is responsible for the day-to-day implementation of this policy within their academy.

They will:

- ensure statutory duties are fully implemented;
- establish effective procedures for identifying and supporting pupils with medical conditions;
- ensure Individual Healthcare Plans (IHPs) are developed, implemented and reviewed where appropriate;
- ensure sufficient numbers of staff receive appropriate training;
- ensure pupils can participate fully in all aspects of academy life, including educational visits, enrichment activities and residential experiences, wherever it is safe to do so;
- ensure appropriate emergency procedures are understood by staff;
- ensure medicines are stored, administered and recorded safely;
- ensure appropriate risk assessments are completed where required;
- monitor implementation and address any concerns promptly;
- report significant medical incidents to the Trust in accordance with Trust procedures.

20.5 Academy Medical Conditions Lead

The designated Medical Conditions Lead will coordinate the practical implementation of medical support within the academy.

Responsibilities include:

- maintaining accurate medical records;
- coordinating Individual Healthcare Plans;
- liaising with parents, healthcare professionals and academy staff;
- ensuring medication is safely stored, checked and administered;
- monitoring expiry dates for medication;
- coordinating staff training relating to medical conditions;
- maintaining emergency medical equipment;
- ensuring accurate recording of medication administration and medical incidents;
- supporting educational visits and risk assessments where medical needs are identified.

20.6 SENDCO

The SENDCO will work alongside the Medical Lead and senior leaders to ensure medical needs are considered within the wider graduated approach to inclusion.

The SENDCO will:

- support identification of pupils whose medical needs impact learning, attendance or wellbeing;
- ensure medical needs are considered alongside SEND where appropriate;
- contribute to Individual Healthcare Plans where educational adjustments are required;
- coordinate multi-agency working where medical needs overlap with SEND;
- advise staff regarding reasonable adjustments and inclusive practice;
- contribute to monitoring the effectiveness of support.

20. 7 Staff

All staff have a responsibility to support pupils with medical conditions within the scope of their role and training.

Staff will:

- be familiar with this policy and academy procedures;
- understand the medical needs of pupils they work with;
- implement Individual Healthcare Plans and risk assessments alongside the Medical conditions lead
- undertake appropriate training before accepting responsibility for medical procedures;
- respond appropriately in emergencies;
- promote inclusion and encourage pupils to participate safely in academy life;
- maintain appropriate records where medication is administered or incidents occur;
- respect confidentiality whilst ensuring relevant information is shared appropriately to safeguard pupils;
- report concerns promptly to senior leaders.

No member of staff will be required to administer medication or undertake healthcare procedures unless they have received appropriate training, are competent to do so and have agreed to undertake the role.

20. 8 Parents and Carers

Parents and carers are key partners in supporting pupils with medical conditions.

They are expected to:

- provide accurate and up-to-date medical information; **(Appendix 8 Admissions paperwork)**
- inform the academy promptly of any changes to their child's medical needs;
- participate in the development and review of Individual Healthcare Plans;
- provide prescribed medication in the original container or packaging as dispensed by the pharmacist, with the original pharmacy label intact and clearly showing the pupil's name, medication details, dosage instructions and expiry date;
- provide non-prescription (over-the-counter) medication in its original manufacturer's packaging, with the manufacturer's instructions clearly visible and the medication within its expiry date.
- ensure emergency medication is replaced before it expires;
- attend review meetings where requested;
- work collaboratively with the academy to support their child's education and wellbeing.

20. 9 Pupils

Where appropriate, pupils will be encouraged and supported to:

- understand their medical condition;
- contribute to decisions about their support;
- develop increasing independence in managing their own medical needs where appropriate;
- report concerns or changes in their condition;

The Trust recognises that the level of independence expected will vary according to a pupil's age, understanding and medical needs.

20.10 Healthcare Professionals

Healthcare professionals play an essential role in ensuring pupils receive safe and appropriate support.

Healthcare professionals should:

- provide timely and accurate medical advice where appropriate;
- contribute to the development and review of Individual Healthcare Plans;
- identify any reasonable adjustments required;
- provide or facilitate training for academy staff where specialist procedures are required;
- work collaboratively with parents, academies and other agencies to support positive educational outcomes.

20.11 Local Governing Bodies

Where Local Governing Bodies operate under the Trust's Scheme of Delegation, they will provide local monitoring and strategic challenge regarding the implementation of this policy.

They will:

- receive assurance from the Headteacher regarding compliance with this policy;
- monitor the effectiveness of arrangements for supporting pupils with medical conditions;
- consider relevant data, trends and significant incidents;
- provide appropriate challenge and support to academy leaders;
- escalate concerns or significant risks to the Trust Board through established governance arrangements.

21. Staff Training and Competency

The Lighthouse Multi Academy Trust and its academies recognise that appropriately trained, confident and competent staff are fundamental to ensuring that pupils with medical conditions receive safe, effective and inclusive support.

The academy is committed to ensuring that all staff receive the information, training and ongoing professional development necessary to fulfil their responsibilities confidently and safely.

Training will be proportionate to the role undertaken, the medical needs of individual pupils and the level of responsibility required.

No member of staff will be expected to administer medication or undertake healthcare procedures without receiving appropriate information, training and, where required, competency assessment.

The academy recognises that supporting pupils with medical conditions is a whole-academy responsibility and therefore all staff will receive appropriate awareness training as part of their induction and ongoing professional development.

All staff will receive regular awareness training relating to supporting pupils with medical conditions. As a minimum, the Lighthouse Multi Academy Trust expects all staff in all academies to complete **The Key: Supporting Pupils with Medical Conditions** online training annually. The training takes approximately 30 minutes.

https://cpd.thekeysupport.com/statutory-elearning/supporting-pupils-with-medical-needs/

21.1 Training Responsibilities

The Headteacher, supported by the Medical conditions lead and Trust Director SEND and Inclusion Lead and Trust Health and Safety Lead where appropriate, will ensure that:

- sufficient numbers of trained staff are available at all times;
- staff receive training before supporting a pupil with a medical condition wherever practicable;
- training reflects the individual needs of pupils currently attending the academy;
- appropriate contingency arrangements are in place during staff absence;
- accurate records of training and competency are maintained;
- refresher training is completed whenever required;
- lessons learned from incidents are incorporated into future training.

The Medical conditions lead will maintain an up-to-date register of staff training and competency, ensuring that academy leaders can be assured that appropriate staffing arrangements remain in place.

21.2 Levels of Training

The Lighthouse Multi Academy Trust and its academies adopt a graduated approach to staff training.

Universal Training (Level 1)

All staff will receive regular awareness training which may include:

- this policy and associated procedures;
- recognising common medical conditions;
- recognising medical emergencies;
- responding to asthma attacks;
- recognising anaphylaxis;*
- use of adrenaline auto-injectors (AAIs); *
- use of emergency inhalers;
- recognising seizures;
- understanding diabetes emergencies;

- infection prevention and control;
- safeguarding responsibilities;
- confidentiality and information sharing;
- emergency procedures.

This training forms part of staff induction and ongoing annual safeguarding and health and safety updates.

*All staff who are present when pupils are on academy premises will receive allergy awareness training at least annually, in accordance with the Department for Education's statutory guidance on Allergy safety in academys. Training will cover the recognition of allergic reactions and anaphylaxis, emergency response, the use of adrenaline auto-injectors, the academy's allergy safety arrangements, reducing exposure to known allergens, and the reporting and learning from allergy incidents and near misses.

Training will be delivered to all staff, supply staff, catering staff, breakfast club/after academy club staff and regular volunteers.

Targeted Training (Level 2)

Staff who work directly with pupils requiring additional medical support will receive condition-specific training appropriate to the pupil they support.

This may include:

- administration of prescribed medicines;
- blood glucose monitoring;
- insulin administration where appropriate;
- gastrostomy feeding;
- epilepsy management;
- administration of emergency medication;
- tracheostomy awareness;
- catheter care;
- moving and handling;
- intimate care;
- use of specialist medical equipment.

Training will normally be delivered or commissioned by appropriately qualified healthcare professionals.

Specialist Competency-Based Training (Level 3)

Where pupils present with highly complex medical needs, identified members of staff will receive enhanced competency-based training.

This may include:

- advanced clinical procedures;
- complex emergency responses;
- specialist equipment;
- individually prescribed interventions.

Competency will be assessed by an appropriately qualified healthcare professional before staff undertake responsibility independently.

Where clinical advice recommends regular reassessment, competency will be reviewed accordingly.

21.3Training Principles

The Lighthouse Multi Academy Trust will ensure that:

- training is proportionate to the responsibilities undertaken by each member of staff;
- staff receive appropriate training before assuming responsibility for supporting a pupil with a medical condition;
- competency-based training is provided where healthcare procedures are delegated to academy staff;
- no member of staff is expected to undertake healthcare procedures beyond the limits of their training, competence or agreed role;

- training records and competency assessments are maintained by each academy and monitored as part of the Trust's quality assurance processes;
- refresher training is provided whenever legislation, guidance, academy procedures or a pupil's medical needs change;
- supply, temporary and agency staff receive sufficient information to enable them to respond safely to pupils' medical needs whilst working within the academy.

21.4 Competency Assessment

The Lighthouse Multi Academy Trust and its academies recognise that attendance at training alone does not demonstrate competence.

Before undertaking medical procedures independently, staff will demonstrate that they are competent to:

- understand the pupil's Individual Healthcare Plan;
- administer medication safely;
- recognise deterioration;
- respond appropriately to emergencies;
- maintain accurate records;
- follow infection prevention procedures;
- seek appropriate assistance when required.

Competency assessments will be documented and retained within academy records.

21.5 Refresher Training

Training will be reviewed regularly to ensure staff remain confident and competent.
Refresher training will take place:

- annually where recommended;
- following significant changes to clinical guidance;
- when a pupil's medical needs change;
- following prolonged staff absence;
- after a medical incident or near miss;
- whenever staff request additional support.

The academy encourages staff to seek further guidance whenever they feel additional training would improve their confidence or competence.

22.Supply Staff, Volunteers and Visitors

The academy will ensure that appropriate information is available to supply staff, volunteers and others who may have responsibility for pupils with medical conditions.

Where individuals are expected to support a pupil with medical needs, they will receive:

- appropriate briefing;
- emergency procedures;
- relevant sections of the Individual Healthcare Plan;
- information regarding escalation procedures.

Visitors and volunteers will not administer medication or undertake healthcare procedures unless specifically authorised, appropriately trained and supervised.

Visitors, Parents and Volunteers with Medical Conditions and Allergies
All parents, volunteers and other visitors signing in at the academy office will be asked to declare whether they have any medical condition, health need or allergy that the academy should be aware of whilst they are on site.

The sign-in system/register will include the question:
"Do you have any medical condition, health need or allergy that the academy should be aware of while you are on site?"

□ ***Yes***
□ ***No***

Where a visitor, parent or volunteer selects "Yes", they should provide brief details and inform a member of staff if they may require assistance, emergency medication, or specific support in the event of an emergency. Information will be handled confidentially and in accordance with data protection requirements.

This information is collected to help ensure the health, safety and welfare of all individuals on the academy site and to enable appropriate action to be taken in the event of an emergency.

23.Emergency Preparedness

All staff will:

- know how to access relevant emergency medical information promptly;
- know where individual pupil's medication is stored
- be familiar with the procedures for responding to pupils' medical needs during emergency situations.
- have access to essential emergency medication and Individual Healthcare Plans (IHPs)
- accompany pupils during fire drills, emergency evacuations, lockdowns and any other situation where pupils are required to leave the building or usual learning environment, ensuring that appropriate medical support remains available at all times.
- know how to summon assistance
- know when to contact emergency services;
- know who should accompany a pupil to hospital;
- know arrangements for contacting parents or carers.

Emergency procedures will be practised where appropriate to ensure staff remain confident in responding effectively.

24.Supporting Staff Wellbeing

The Lighthouse Multi Academy Trust and its academies recognise that supporting pupils with complex medical conditions can place additional responsibility on staff.

The academy will therefore ensure that staff:

- receive appropriate training and supervision;
- have opportunities to discuss concerns;
- understand the limits of their role;
- are not expected to undertake procedures beyond their competence;
- receive support following significant medical incidents.

The academy will foster a culture in which staff feel confident to seek advice, request additional training and raise concerns without fear of criticism.

25.Partnership with Healthcare Professionals

The Lighthouse Multi Academy Trust and its academies value the expertise of healthcare professionals in ensuring that staff are appropriately prepared.

Healthcare professionals may support the academy by:

- delivering specialist training;
- assessing staff competency;
- advising on Individual Healthcare Plans;
- reviewing procedures;
- supporting complex cases;

- providing updated clinical guidance.

The academy will work collaboratively with NHS services and other professionals to ensure that staff receive accurate, evidence-informed advice.

26.Monitoring and Quality Assurance

The effectiveness of staff training will be monitored through:

- training records;
- competency assessments;
- observations of practice where appropriate;
- review of medical incidents and near misses;
- feedback from staff;
- feedback from parents and pupils;
- governor and Trust monitoring;
- annual policy review.

Where monitoring identifies areas for improvement, additional training or support will be implemented promptly to maintain high standards of care and safeguard pupils.

27.The Child's Role in Managing Their Own Medical Needs

The Lighthouse Multi Academy Trust and its academies recognise that pupils with medical conditions should, wherever appropriate, be encouraged and supported to understand, manage and take increasing responsibility for their own health and wellbeing. Developing independence is an important aspect of preparing children and young people for adulthood and should be promoted in a way that is appropriate to the pupil's age, maturity, understanding and medical condition.

The Lighthouse Multi Academy Trust and its academies are committed to working in partnership with pupils, parents and healthcare professionals to develop confidence, resilience and self-management skills whilst ensuring that pupils receive the support necessary to remain safe and fully included in academy life.

The level of independence expected of each pupil will be determined on an individual basis and recorded within their Individual Healthcare Plan (IHP).

28.Promoting Independence

Where appropriate, pupils will be encouraged to:

- understand their medical condition and how it affects them;
- recognise signs and symptoms that indicate they require support;
- communicate confidently with staff when they need assistance;
- understand the purpose of their medication and treatment;
- develop confidence in managing aspects of their own healthcare;
- participate in discussions regarding their Individual Healthcare Plan;
- contribute to decisions about the support they receive;
- develop the knowledge and skills necessary for future independence.

The academy recognises that levels of independence will vary considerably between pupils and may change over time.

29.Self-Administration of Medication

Following discussion with parents, healthcare professionals and the pupil, the academy will support pupils to self-administer medication where it is considered safe and appropriate.

Before agreeing to self-administration, the academy will consider:

- the pupil's age and stage of development;
- the nature and complexity of the medical condition;
- advice from healthcare professionals;
- the pupil's understanding of their condition;
- the pupil's ability to administer medication safely;

- the risks associated with self-management;
- the views of parents and carers.

30.Carrying Personal Medication

Where appropriate and agreed within the Individual Healthcare Plan, pupils may carry their own medication.
This may include:

- asthma inhalers;
- adrenaline auto-injectors (AAIs);
- diabetes monitoring equipment;
- insulin;
- other prescribed emergency medication (after consideration from all parties involved).

Medication carried by pupils must:

- remain in its original labelled container where appropriate;
- be readily accessible;
- be used **only** by the pupil for whom it has been prescribed;
- comply with the arrangements detailed within the Individual Healthcare Plan.

The Lighthouse Multi Academy Trust and its academies will ensure that staff know which pupils carry emergency medication and understand the circumstances in which it should be used.

Children will not self-administer medication without an academy staff member present so it can be recorded appropriately following Trust procedures.

31.Supervision and Support

Pupils will be supervised whilst receiving medication for their medical needs.
This may include:

- reminding pupils to take medication;
- supervising administration;
- monitoring blood glucose levels where appropriate;
- supporting the use of medical equipment;
- providing reassurance;
- assisting during periods of illness or fatigue.

The level of supervision will be determined through consultation with parents and healthcare professionals and reviewed regularly.

32.Respecting Dignity and Privacy

The Lighthouse Multi Academy Trust and its academies are committed to ensuring that pupils manage their medical needs with dignity, respect and privacy.

Staff will:

- encourage independence wherever appropriate;
- maintain confidentiality;
- provide discreet support;
- avoid unnecessary attention being drawn to a pupil's medical condition;
- respect pupils' wishes wherever possible whilst ensuring their safety.

The academy recognises that medical conditions may affect pupils emotionally as well as physically and will promote an environment in which pupils feel safe, valued, included and have sense of belonging.

33.Participation in Academy Life

Pupils with medical conditions will be encouraged and supported to participate fully in all aspects of academy life, including:

- classroom learning;
- educational visits;
- residential visits;

- local visits;
- Physical Education (PE);
- enrichment activities;
- clubs;
- performances;
- competitions and events;
- leadership opportunities. (e.g. pupil jobs)

Where adjustments are required, these will be proportionate, reasonable and based upon clinical advice rather than assumptions regarding a pupil's abilities.

The academy will actively promote high aspirations and avoid unnecessary restrictions on participation.

Residential Visits

Pupils with a medical condition requiring medication, medical equipment or ongoing medical management during a residential visit, and pupils with an allergy requiring an Adrenaline Auto-Injector (AAI), will require an additional medical risk assessment. This includes, but is not limited to, pupils prescribed an AAI (e.g. EpiPen), insulin, inhalers, emergency medication, epilepsy medication, ADHD medication, or other prescribed treatments.

The additional risk assessment is located in the Educational Visits Policy. The assessment will consider the pupil's individual medical needs, medication storage and administration requirements, access to emergency medication, staff training requirements, supervision arrangements, accommodation needs, emergency procedures, and access to appropriate medical services.

For pupils with an allergy requiring an AAI, the risk assessment will also consider allergen management, catering arrangements, food preparation, avoidance measures, emergency response procedures, and access to replacement AAI devices where required.

The purpose of the risk assessment is to ensure that pupils with medical conditions or allergies requiring an AAI can participate safely and fully in residential visits through reasonable adjustments, effective planning and appropriate support, rather than restricting attendance because of their medical condition or allergy.

Where a pupil has an allergy requiring an Adrenaline Auto-Injector (AAI), the academy must seek confirmation from the residential visit provider that they hold a stock AAI on site and have appropriate emergency procedures in place, in line with Benedict's Law and relevant statutory guidance.

The academy's emergency AAI devices will not accompany residential visits. Pupils prescribed an AAI must attend with their own prescribed devices, and parents/carers must ensure that two in-date AAIs are provided for the duration of the visit.

The residential visit risk assessment must confirm arrangements for the storage, accessibility and administration of the pupil's prescribed AAIs, the availability of a stock AAI where applicable, staff training, allergen management measures, and emergency response procedures. Failure by the provider to demonstrate appropriate arrangements will be considered as part of the academy's suitability assessment for the visit.

Walking to and/or From Academy Consent Form

For pupils with a medical condition, allergy, or health need requiring medication or emergency treatment, parents/carers remain responsible for ensuring that appropriate arrangements are in place whilst their child is travelling to and from the academy. Where a pupil has been prescribed medication, including but not limited to an Adrenaline Auto-Injector (AAI), inhaler, insulin, glucose treatment, epilepsy medication, or any other emergency or prescribed medication, parents/carers must ensure that the pupil carries, or has immediate access to, the required medication during their journey where appropriate. The academy's Medical Conditions Policy and Allergy Policy apply whilst the pupil is on the academy site and under academy supervision; however, responsibility for the pupil's medical needs and medication arrangements rests with the parent/carer before the pupil arrives at academy and after they

leave the academy site. By signing this consent form, parents/carers confirm that they understand and accept these responsibilities. **(Appendix 11- Consent for walking to and from the academy)**

34.Pupil Voice

The Lighthouse Multi Academy Trust and its academies recognise the importance of listening to pupils and ensuring that their views influence decisions regarding their healthcare and education.
Where appropriate, pupils will be supported to:

- contribute to Individual Healthcare Plan reviews;
- discuss what support works well;
- identify barriers to participation;
- express concerns regarding their medical needs;
- suggest adjustments that promote independence and inclusion.

The academy will ensure that the voice of the child is central to decision-making, in line with the principles of the United Nations Convention on the Rights of the Child and current SEND reforms.

35.Responsibilities of Pupils

Where appropriate, pupils will be expected to:

- follow agreed healthcare arrangements;
- use medication responsibly;
- inform staff if they feel unwell;
- report concerns regarding medication or equipment;
- avoid sharing medication with other pupils;
- respect procedures designed to keep themselves and others safe.

The Lighthouse Multi Academy Trust and its academies recognise that expectations must always be proportionate to the pupil's age, understanding and medical needs.

36.Monitoring and Review

Arrangements relating to the administration of medication will be reviewed:

- as part of each Individual Healthcare Plan review;
- following any changes in medical advice;
- following medical incidents;
- when the pupil's confidence or competence changes;
- during key transition points.

The Lighthouse Multi Academy Trust and its academies will work closely with parents and healthcare professionals to ensure that increasing independence is supported and supervised safely and positively, enabling pupils to develop confidence whilst maintaining their health, wellbeing and educational participation.

37.Managing Medicines on Academy Premises

The Lighthouse Multi Academy Trust and its academies are committed to ensuring that medicines are managed safely, effectively and in accordance with statutory guidance, clinical advice and the individual needs of each pupil.

The academy recognises that the appropriate administration of medicines enables many pupils with medical conditions to attend academy regularly, participate fully in learning and access the wider opportunities available through academy life.

Medicines will only be administered within the academy where it would be detrimental to a pupil's health, wellbeing or educational participation if the medicine were not available during the academy day.

All medicines will be managed in accordance with this policy, the pupil's Individual Healthcare Plan (where applicable), manufacturers' instructions and advice from appropriately qualified healthcare professionals.

38.Principles

The Lighthouse Multi Academy Trust and its academies will ensure that:

- medicines are administered safely, accurately and respectfully;
- pupils receive medication only in accordance with written parental consent and/or clinical instructions;
- medicines are stored securely whilst remaining readily accessible when required;
- staff administering medication are appropriately trained and competent;
- clear records are maintained for every medicine administered;
- pupils' dignity, privacy and independence are respected at all times;
- appropriate arrangements are in place during educational visits, sporting activities and residential visits;
- medicines are reviewed regularly to ensure they remain in date and appropriate for use.

39.Prescription Medicines

Prescription medicines will only be administered where:

- they have been prescribed by an appropriately qualified healthcare professional;
- written parental consent has been received;
- the medicine is required during the academy day;
- it would be detrimental to the pupil's health if the medicine were not administered.

Prescription medicines must:

- be provided in the original pharmacy-dispensed container;
- clearly display the pupil's name;
- include the prescribed dosage;
- state the frequency of administration;
- include expiry dates where applicable;
- contain clear storage instructions.

The academy will not alter prescribed dosages unless written clinical advice has been received from an appropriately qualified healthcare professional.

39.1 Medication Prescribed Three Times a Day

Where a pupil is prescribed medication to be taken three times a day and one of the doses falls during academy hours, the academy will support the administration of the medication where this is required and has been agreed with the parent/carer and, where appropriate, the prescribing healthcare professional.

Parents/carers should provide clear instructions regarding the required dose and timing of the medication. The academy will administer medication in accordance with the prescriber's instructions, the academy's medication procedures and any relevant Individual Healthcare Plan.

Where medication is prescribed three times a day but the doses can appropriately be administered outside academy hours, the academy will not be required to administer a dose during the academy day. Parents/carers should discuss the timing of doses with the prescribing healthcare professional or pharmacist where appropriate.

40.Non-Prescribed medication

The academy recognises that there may be occasions when non-prescription (over-the-counter) medicines are required to enable a pupil to remain in the academy and participate in learning.

Wherever possible, parents/carers will be encouraged to administer non-prescription medication themselves. Where appropriate, parents/carers should administer medication, such as slow-release paracetamol or antihistamines, before the academy day to minimise the need for medication to be administered during academy hours.

However, where this is not reasonably practicable and administration during the academy day is necessary to support the pupil's health, wellbeing or attendance, the academy may administer non-prescription medication, provided:

- written parental/carer consent has been obtained;
- the medication is supplied by the parent/carer;
- the medication is provided in its original packaging;
- the medication is clearly labelled and the dosage instructions are visible;
- the medication is within its expiry date;
- administration is in accordance with the manufacturer's instructions and does not exceed the recommended dosage; and

- administration is recorded on the pupil's individual medication administration record.

Examples of non-prescription medication that may be administered include:
- paracetamol;
- antihistamines;
- barrier creams; and
- topical treatments.

The academy will not administer aspirin or medicines containing aspirin to a pupil under 16 unless specifically prescribed by a doctor.

Non-prescription medication should normally be required for a **short-term period only**. Where there are repeated requests for the academy to administer non-prescription medication, or where medication is required regularly or over an extended period, the academy may request further information or advice from the parent/carer and, where appropriate, a healthcare professional. The academy may also consider whether an Individual Healthcare Plan or other appropriate medical support arrangements are required.

The academy will not administer a non-prescription medicine where doing so would be contrary to the manufacturer's instructions, the pupil's known medical needs or the academy's medication procedures.

41.Administration of Medicines

Medicines will only be administered by members of staff who have:
- received appropriate training;
- demonstrated competency where required;
- understood the pupil's Individual Healthcare Plan;
- agreed to undertake the responsibility.

Before administering medication, staff will check:
- the correct pupil;
- the correct medicine;
- the correct dose;
- the correct time;
- the correct method of administration;
- expiry date;
- written consent.

Routine medication → A second member of staff should be involved where required by the individual circumstances, as identified in the pupil's IHP, risk assessment, clinical advice or Trust procedure.

Emergency medication → Emergency medication must be administered without delay when required. Treatment must **never be delayed while waiting for a second member of staff**. The trained and authorised member of staff should administer the medication in accordance with the pupil's IHP and emergency procedures.

Following administration, the medication record must be completed **as soon as practicable** by the member(s) of staff involved, in accordance with the pupil's IHP and Trust procedure. Where two members of staff are required to witness administration, both should confirm and record the administration.

41.1 Written Consent

No pupil under the age of 16 will receive prescription or non-prescription medication without written parental consent, except in exceptional circumstances where legislation permits otherwise.

Consent forms will include:
- the name of the medicine;
- dosage;
- timing;
- method of administration;
- duration of treatment;

- known side effects;
- emergency procedures where appropriate.

Consent will be reviewed whenever medication changes.

(Appendix 3.1 and 3.2 Consent forms)

41.2 Self-Administration

Self-administration means a pupil taking or using their own prescribed medication, where they have the appropriate understanding, competence and ability to do so safely. Where required by the pupil's Individual Healthcare Plan or the academy's risk assessment, self-administration will take place in the presence of **two** appropriately trained members of staff, who provide appropriate supervision and support but do not administer the medication on the pupil's behalf.

Where agreed within an Individual Healthcare Plan, pupils may self-administer medication.
The academy will ensure that:

- pupils are assessed as competent to do so;
- medication remains readily accessible;
- appropriate supervision is provided where required;
- arrangements are reviewed regularly.

Pupils will never be required to self-administer medication if they are unwilling or unable to do so safely.

42.Storage of Medicines

Medicines will be stored safely and securely in accordance with manufacturers' instructions whilst remaining accessible when required.
Storage arrangements may include:

- locked medicines cupboards;
- designated medical rooms;
- secure refrigeration where required;
- secure storage for controlled drugs;
- immediate access storage for emergency medication.

Staff will monitor storage arrangements regularly to ensure medicines remain:

- in date;
- clearly labelled;
- stored at appropriate temperatures;
- accessible during emergencies.

42.1 Signing in and out Medication

All medication brought into the academy must be signed in by the parent/carer and recorded on the appropriate medication documentation. **. (Appendix 6 Signing in and out medication)** This applies to all prescribed and non-prescribed medication, including but not limited to AAI's, inhalers, ADHD medication, antibiotics, insulin and any other medication required by a pupil.

When medication is no longer required, has expired, has reached its expiry date, has been replaced, or has run out, parents/carers must sign the medication out and remove it from the academy premises. Academy staff will record the date the medication was removed and ensure that medication records are updated accordingly.

Where replacement medication is required (for example, an expired EpiPen, inhaler, insulin, ADHD medication or other prescribed medication), parents/carers are responsible for providing the replacement medication promptly and completing the relevant signing in documentation.

The academy will not retain expired or empty medication on site. Any expired, unused or empty medication must be collected by the parent/carer and disposed of safely in accordance with pharmacy guidance.

Short-Term Medication
Where medication is required for a short-term period, parents/carers must provide the medication to the academy and complete the required medication documentation. Where the medication is intended to be taken home each day, parents/carers must sign the medication in on arrival and sign it out at the end of each academy day**. (Appendix 6 Signing in and out medication)**

The medicine sign-in/sign-out form records the **receipt, movement and handover of medicines** for accountability and audit purposes. It provides a clear record of when medicines are received by the academy, who accepts them, and when they are collected or returned home.

Where medication is to remain at the academy for the duration of the agreed treatment period, the academy will record its receipt, storage and administration in accordance with its medication procedures. Parents/carers will be responsible for collecting the medication when the treatment is completed or the medication is no longer required.

Some short-term medications may require refrigeration. Where medication requires refrigeration, it will be stored securely in accordance with the manufacturer's instructions and any relevant healthcare advice. Where refrigerated medication is to be taken home each day, parents/carers must sign the medication in on arrival and sign it out at the end of each academy day. The academy will ensure that refrigerated medication is stored at the appropriate temperature and is not accessible to pupils.

All medication must be provided in its original packaging, clearly labelled with the pupil's name and in accordance with the academy's requirements for prescribed medication.

42.2 Storage of Medication During Academy Closures

The Trust requires academies to ensure that medication held on the academy premises is stored safely and securely during academy holidays and other periods of planned academy closure.

Medication that is required for a pupil and remains in the academy must be stored in accordance with the manufacturer's instructions and any relevant Individual Healthcare Plan, including requirements relating to temperature, refrigeration, light and access.

At the end of each academic year, parents/carers will be required to collect all medication held by the academy. Parents/carers will also be contacted to collect medication that is no longer required, has expired, or has been replaced or discontinued during the academic year.

43.Emergency Medicines

Emergency medicines, including:

- asthma inhalers;
- adrenaline auto-injectors (AAIs);
- epilepsy rescue medication;
- diabetes emergency medication;

will always be readily accessible and never locked away if this could delay emergency treatment.

Staff will know:

- where emergency medicines are stored;
- which pupils require emergency medication;
- emergency response procedures;
- arrangements during educational visits.

The academy will hold emergency salbutamol inhalers and emergency adrenaline auto-injectors in accordance with current Department of Health guidance and parental consent arrangements.

44.Controlled Drugs

Controlled drugs will be stored securely in accordance with legal requirements.

Access will be restricted to authorised members of staff.

Records will be maintained of:

- medicines received;
- medicines administered;
- remaining quantities;
- medicines returned to parents.

45.Disposal of Medicines

Parents are responsible for collecting medicines that are:

- no longer required;
- expired;
- replaced;
- discontinued.

Medicines must not be disposed of by pupils or staff and, unless specific arrangements have been agreed with the appropriate healthcare service, **the academy will not dispose of medicines**. Parents/carers will be contacted and asked to collect medicines that are no longer required or suitable for use.

Parents/carers are responsible for providing an appropriate, approved sharps container where their child requires sharps to be used or disposed of at the academy. Sharps and needles will be placed directly into the container following use and stored securely until disposal arrangements are made with the parents/carers to collect them and dispose of the container safely.

46.Record Keeping

A written record will be maintained every time medication is administered. (**Appendix 7 Administering medication Record)**

Records will include:

- pupil's name;
- medicine administered;
- dosage;
- time;
- date;
- member of staff administering the medicine;
- witness;
- any side effects observed;
- any medication refused or omitted and the reason.

Parents will be informed on the same day if:

- emergency medication has been administered;
- medication has been refused;
- an error has occurred;
- concerns arise regarding the pupil's health.

Medication records will be retained in accordance with the academy's records management procedures.

47.Medication Errors

The Lighthouse Multi Academy Trust and it academies recognise that, despite robust procedures, medication errors may occasionally occur.

Where a medication error, omission or near miss is identified:

- the pupil's immediate safety will be prioritised;
- appropriate medical advice will be sought without delay;
- parents or carers will be informed promptly;
- the incident will be recorded;
- the Headteacher and Medical conditions lead will be informed;
- safeguarding procedures will be followed where appropriate;
- the incident will be reviewed to identify learning and reduce the likelihood of recurrence;
- the academy will inform the Director of SEND and Inclusion and the Trust Health and Safety Lead

The academy promotes a culture of openness and continuous improvement, encouraging staff to report concerns or near misses promptly so that systems can be strengthened.

48.Monitoring and Audit

The Medical conditions lead will undertake regular audits of medication management to ensure compliance with this policy.

Monitoring will include:

- medication administration records;
- storage arrangements;
- expiry dates;
- staff training and competency;
- emergency medication availability;
- parental consent documentation;
- incident reports and lessons learned.

Findings from audits will inform ongoing quality assurance, staff training and continuous improvement across the academy.

49.Unacceptable practice

The Lighthouse Multi Academy Trust policy is explicit about what practice is not acceptable. Although staff will 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 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 pupils 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 the 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; or
- 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.

50.Liability and indemnity

Staff who provide support to pupils with medical conditions in accordance with this policy, relevant training, an Individual Healthcare Plan and the academy's agreed procedures will be covered by the Trust's insurance arrangements, subject to the terms, conditions and exclusions of the relevant insurance policies.

Staff will be supported by the Trust and academy when carrying out their agreed responsibilities in relation to pupils' medical needs. Staff should only undertake medical procedures or administer medication where they have received appropriate training, are authorised to do so, and are acting within the scope of their role and the relevant healthcare plan or agreed procedure.

The Trust will ensure that staff are provided with appropriate guidance, training and support to enable them to carry out their responsibilities safely and effectively. Staff should raise any concerns about their ability to safely support a pupil's medical needs with their line manager or the appropriate member of the academy's leadership team.

51.Complaints
Any complaints regarding a pupil with a medical condition that attends Field Road Academy should be made in the first instance to the Headteacher in line with the Lighthouse Multi Academy Trust Complaints procedure.

Part B – Academy Implementation Record

Academy name	Field Road Academy
Executive Headteacher / Headteacher/ Head of Academy	Miss D Newton
Medical Conditions Lead	Mrs C Heathcote
Allergy Lead	Mrs C Heathcote / Mrs V Wade
SENDCO	Mrs C Heathcote
DSL	Miss D Newton

Emergency medication locations
Medical Room – located in the School Office

Emergency contact arrangements
Emergency contact details are held on the Academy admission paperwork as well as Individual Healthcare Plans where appropriate.

Local healthcare contacts
Held on file dependent on the child's medical condition as well as being listed on the child's Individual Healthcare Plan.

First aid arrangements
First aid arrangements are detailed in the Academy's First Aid policy.

Local escalation procedures

Tiered Levels of Care & Escalation

Standard Care Pathways: For mild, predictable conditions (e.g., mild eczema, basic inhaler use), medication is administered via standard parental consent and recorded in classroom medical logs.

Individual Healthcare Plans (IHPs): If a condition is complex, high-risk, or fluctuating (e.g., Type 1 Diabetes, Epilepsy, severe anaphylactic allergies), care escalates to an **IHP**. This plan is co-authored by the school, parents, and local healthcare specialists (such as school nurses or pediatricians) to detail exact triggering factors and specific backup rescue actions.

Stage A: Acute Clinical Escalation (In-School Emergencies)

If a child's health deteriorates or a severe incident occurs on-site, staff must bypass internal bureaucracy and trigger the immediate emergency protocol defined in the IHP

Immediate 999 Call: Emergency services are contacted immediately if a child shows signs of acute distress. Staff must explicitly state the known medical condition to the operator.

Emergency Medication Deployment: Trained staff administer specific emergency medical devices (such as adrenaline auto-injectors or buccal midazolam) stored in a clearly marked, easily accessible location.

Escort & Supervised Care: The student must never be left alone or sent to a medical room unaccompanied. If an ambulance is required and parents have not arrived, a designated member of staff will accompany the child to the hospital.

Statutory Reporting: Under updated DfE safety requirements, schools are required to formally record and review all serious incidents or near-misses to adjust risk assessments dynamically.

Stage B: Local Authority Escalation (Prolonged Absence)

When a child's medical condition restricts them from physically attending school, a legal timeline triggers an escalation to the **Local Authority (LA)**

The 15-Day Trigger: If a primary school identifies that a pupil will be absent or has been absent due to health needs for **more than 15 school days** (either consecutively or cumulatively across the school year), the school has a statutory duty to notify the LA.

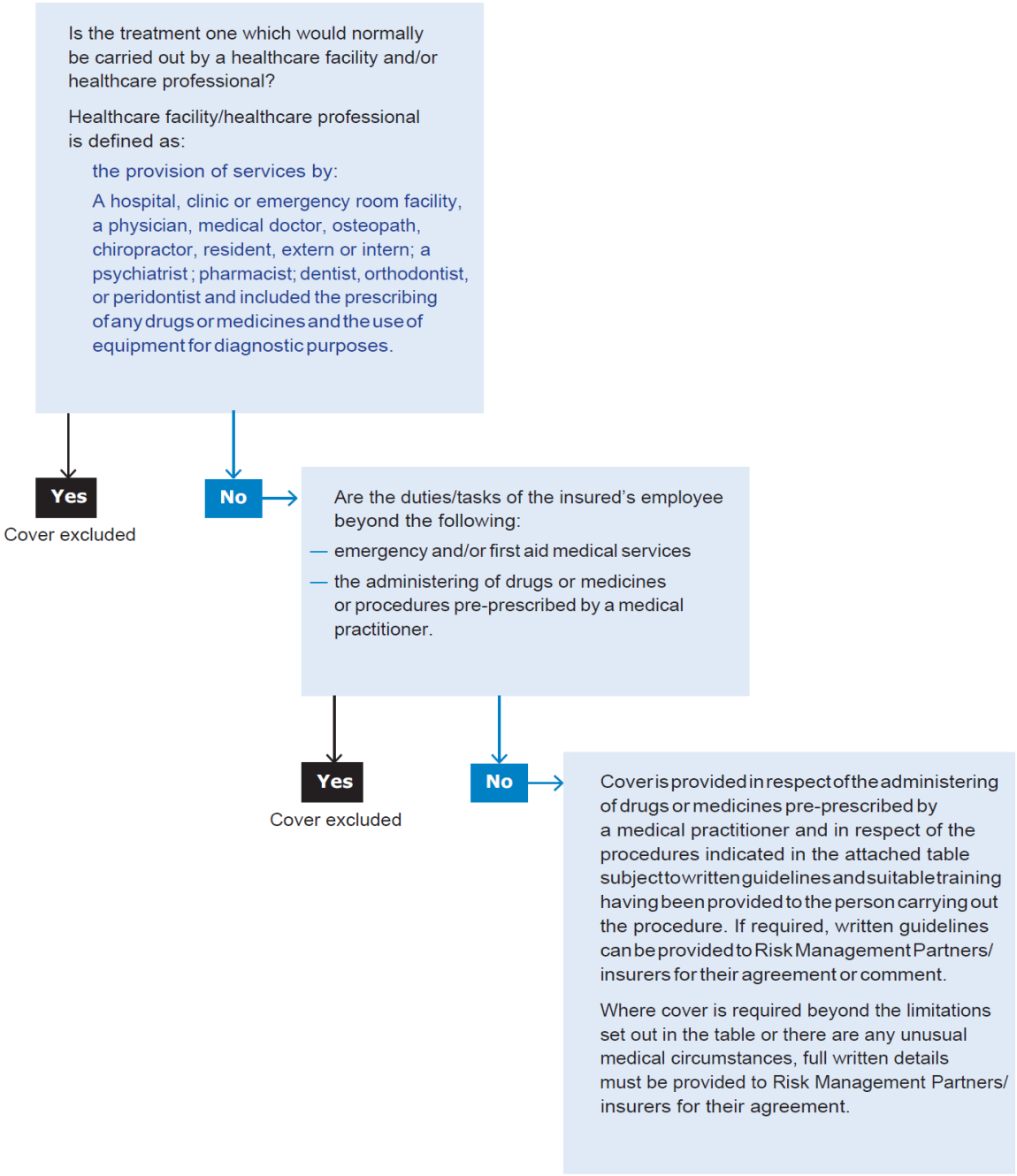
Alternative Provision: Once escalated, the LA takes over financial and operational responsibility to arrange full-time alternative education (such as home tuition or hospital schooling). This provision must begin as soon as possible, and at the latest by the **sixth day** of the absence notification.

Reintegration Pathways: The school, healthcare professionals, and the LA must co-create a phased reintegration plan to transition the child smoothly back into the mainstream primary classroom once they are deemed medically fit.

Appendix 1 – Insurance cover: Medical treatment decision tree

Public Liability insurance does not normally cover medical malpractice. However, our insurers recognise that in delivering services to clients some of our staff will occasionally be asked to carry out tasks previously considered the remit of the 'medical/healthcare professional'. Our Public Liability has therefore been extended to cover a range of treatments given by staff (usually by carers and teachers who are not medical/healthcare professionals i.e. not doctors, nurses, physiotherapists, etc.).

It must be stressed that our insurance cover does not extend to treatments that would be properly carried out by a healthcare professional. The following decision tree should help clarify which treatments are covered. In addition, the RAG rated examples of treatments (Appendix 2) should cover most scenarios encountered in the academy and other council settings.



Appendix 2 – Examples of treatment (RAG rated)

Procedure	Description	Acceptable to Underwriters	RAG (Standard CP)
Anal Plugs	Plug to prevent bowel movements in incontinent adults or children.	No	
Bathing		Yes - following training and subject to routine visits to service users by senior officer to check for abuse Safe Manual Handling Practice to be followed	
Bladder wash out		No	
Blood Pressure	Taking of BP by automated machine only	Yes – following training and variation from specified limits in Health Care Plan referred to medical staff	SCP
Blood Samples	Glucometer or fingerprick only	Yes – following written Health Care Plan and adherence to manufacturers' guidelines	
Body fluid balance monitoring	Measurement and recording of fluids in and urine out via toilet capture device	Yes – following training and referral of abnormalities to medical staff	SCP
Breathing monitoring	Visual monitoring	Yes – as routine check only	SCP
	Monitoring by machine	Yes – following written Health Care Plan	SCP
Buccal medazolam	Administered by mouth	Yes – following written Health Care Plan	
Catheters	Change bags and cleaning of tube	Yes – following written Health Care Plan	
	Insertion of tube	No	
Colostomy/Stoma care	Change bags	Yes – following written Health Care Plan	
	Cleaning	Yes – following written Health Care Plan	
Contact lens fitting	Insertion of contact lenses	No	
Defibrillators/First aid only	In emergency	Yes – following written Health Care Plan	SCP
Denture cleansing		Yes – following appropriate training and using proprietary cleaner only	
Dressing care (external)	Application	Yes – following written Health Care Plan	
	Replacement	Yes – following written Health Care Plan	
Ear Syringe		No	
Ear/nose drops		Yes	
Enema suppositories		No	
Eye care	For individuals unable to close eyes	Yes – following written Health Care Plan	SCP
Eye drops		Yes	
First Aid	In emergency (including use of defibrillators)	Yes – by employees with valid first aid certificate	
Gastrostomy tube Peg feeding (Through the abdominal wall)	A tube to be inserted	Yes – by qualified medical staff only	
	Feeding and cleaning	Yes – following written Health Care Plan	
	Reinsertion of gastronomy tube Testing	No – by qualified medical staff only	
Gastrostomy tube Peg feeding with medication		Yes – following written Health Care Plan and in consultation with pharmacist, and prescribed by a medical professional	

Procedure	Description	Acceptable to Underwriters	RAG (Standard CP)
Gastrostomy tube Bolus feed via a gastrostomy tube	Using a large syringe or feed bag to provide 'bulk' feed	Yes – following written Health Care Plan	
Gastrostomy tube Pump feeds via a gastrostomy	Pumps are usually used to provide a constant feed – say through the night	Yes – following written Health Care Plan	
Hearing aids	Checking	Yes – following written Health Care Plan	SCP
	Fitting (but not measuring for a hearing aid)	Yes – following written Health Care Plan	SCP
	Replacement (but not measuring for a hearing aid)	Yes – following written Health Care Plan	SCP
Inhalers and nebulisers	Provide assistance to user – both hand held and mechanical	Yes – following written Health Care Plan	SCP
Injections	Assembling syringes and administering intravenously or controlled drugs	No	
	Pre-packaged doses administered on a regular basis*	Yes – see medipens below	
	Carer using judgment to determine frequency and dosage	No	
Manual evacuation	Of the bowel	Yes – but not undertaken by academy staff	
Medi pens (EpiPens & Anapens)	For anaphylactic shock (intramuscular) with a preassembled pre-dose loaded EpiPen epinephrine or adrenaline/epinephrine.	Yes – following written Health Care Plan	SCP
Mouth toilet	For individuals unable to swallow	Yes	
Nasal Suction	Clearing of the nose via a fitted tube or stent	Yes – following written Health Care Plan. Excluding insertion of tube or stent	
Naso-gastric tube feeding	Tube to be inserted. Carers and staff will be trained on an individual basis for individual child/young person/adult.	No - by qualified acute sector medical staff only so that the tube can be scanned to check for correct insertion.	
	Feeding and cleaning of tube	Yes – following written Health Care Plan	
	Reinsertion Testing	No - by qualified acute sector medical staff only so that the tube can be scanned to check for correct insertion	
Naso-gastric tube Bolus nasogastric feeds	This is where a syringe is used to provide a bulk feed	Yes – following written Health Care Plan	
Oral medication – prescribed	Antibiotic syrup, tablets etc.	Yes - as prescribed and directed by a medical professional following written Health Care Plan (refer to additional notes below)	
Oral suction – beyond back of mouth	To remove excess secretions from the upper respiratory tract for individuals who are unable to do so independently	No	

Procedure	Description	Acceptable to Underwriters	RAG (Standard CP)
Oxygen – administration of	Provide assistance to user	Yes – following written Health Care Plan	
Pessaries		No	
Physiotherapy		Yes – when undertaken by suitably trained staff but excluding treatment by qualified physiotherapists.	
Postural drainage exercise	Drainage exercises for individuals with e.g. cystic fibrosis	Yes – following written Health Care Plan provided under the direction of a physiotherapist	
	Chest drainage involving insertion of tube into lungs	No	
Pressure bandages	Application to assist with positioning of digits	Yes – following written Health Care Plan	
Pulse rate	Finger pressure on wrist only	Yes – following training and variation from specified limits in Health Care Plan referred to medical staff	SCP
Rectal midazolam pre-packaged dose	Tends to be used for individuals suffering from repeated epileptic fits	Yes – following written Health Care Plan and 2 members of staff must be present	
	Emergency situation	Yes – following written Health Care Plan and 2 members of staff must be present	
Rectal diazepam in pre-packaged dose	Tends to be used for individuals suffering from repeated epileptic fits Routine administration	Yes – following written Health Care Plan and 2 members of staff must be present	
	emergency situation	Yes – following written Health Care Plan and 2 members of staff must be present	
Rectal Paraldehyde	Used for individuals suffering from repeated epileptic fits- and cannot use other forms of medication Routine and emergency – needs to be applied by catheter– highly skilled application/ and drug storage	No	
Splints, braces, corsets etc.	Application of appliances	Yes – as directed by a medical professional	
Syringe drivers- Programming of		No	
Suppositories or pessaries Inserting with a pre-packaged doses		No – other than Rectal diazepam and midazolam. See above	
Swabs	External (cleansing of the skin and inside mouth/ nose and taking of swabs of external wounds for analysis)	Yes	
	Internal(other than oral) invasive	No	
Temperature taking	Via ear only	Yes – following training and variation from specified limits in Health Care Plan referred to medical staff	SCP

Procedure	Description	Acceptable to Underwriters	RAG (Standard CP)
Toe nail cutting		Yes – however, if the patient has, diabetes or vascular disease a chiropodist should do this.	
Topical medication and application of patches	Pre-prescribed medication only - Creams lotions etc.	Yes – following training and written Health Care Plan and as prescribed and directed by a medical professional. Excluding 1st application of patches.	SCP
Tracheostomy care	Clean round edge of tube only	Yes – following written Health Care Plan	
	Replacement, suction	No	
	Emergency:	No	
Ventilators	Use of	Yes – following written Health Care Plan	
Venepuncture	A method of collecting blood	No	

Note: if you need to undertake any treatments with a Red RAG rating, you should contact Risk and Insurance, to discuss what the treatment involves – it might be that, in some circumstances, our insurers are able to cover the treatment.

Oral medication - prescribed	Antibiotic syrup, tablets etc.	Yes as prescribed and directed by a health care professional (i.e. Doctor) • Adherence to Authorities Medication Policy • Parental consent form completed	Health Care Plans required for the administration of oral medication over a period of 8 days or more
Oral medication as directed and authorized by a parent/Guardian	Paracetamol, antihistamine (i.e. for hay fever etc.)	Yes: • Adherence to Authorities Medication Policy • Parental consent form completed	Health Care Plans required for the administration of oral medication is over a period of 8 days or more

Appendix 3 - 3.1 parental consent for administering prescribed medication

Parental Consent Form for administering Medication

The academy/setting will not give your child medicine unless you complete and sign this form, and the academy or setting has a policy that the staff can administer medicine.

Date for review to be initiated by				
Name of academy/setting				
Name of child				
Date of birth				
Group/class/form				
NHS Number				
GP Surgery Name and Contact Number				
Medical condition or illness				
Medicine **NB: Medicines must be in the original container as dispensed/purchased**				
Name/type of medicine *(as described on the container)*				
Expiry date				
Dosage and method				
Strength of medicine				
Timing				
Duration of medicine				
Special precautions/other instructions				
Side effects				
Self-administration – y/n				
Procedures to take in an emergency				
Contact Details				
Name				
Daytime telephone no.				
Relationship to child				
Address				
I understand that I must deliver the medicine personally to	[agreed member of staff]			
Emergency Contact(s)				

I give permission for an emergency inhaler and Epipen to be used in a case of an emergency if required ☐

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy/setting staff administering medicine in accordance with the academy/setting policy. I will inform the academy/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that it may be necessary for this medicine to be administered during educational visits and other out of academy/nursery activities, as well as on the academy/nursery premises.

I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.

I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the academy/nursery.

Signature(s): ..... Date: .....

Relationship to Pupil: .....

Appendix 3 - 3.2 parental consent for administering non-prescribed medication

LIGHTHOUSE
MULTI ACADEMY TRUST

Field Road Academy

Parental Consent
Administration of non- prescription medicines

To be completed by the parent/carer of any child requesting that drugs be administered by a member of academy staff.

Name of Child			
Date of Birth		**Class/year group**	
Name of parent/ carer		**Relationship to child**	
Address		**Daytime telephone no**	
Reason for taking medication: (e.g. medical condition or illness)			

My child requires the following non-prescribed medicines:

Name of medication to be given	**Expiry date of medication**	**When?** (e.g. lunchtime? after food? when wheezy? before exercise?).	**How much?** (e.g. half a teaspoon? 5ml? 1 tablet? 2 drops?).	**Route? ,** e.g. by mouth or in each ear.

Storage instructions:	Duration of medication:

I request that the treatment be given in accordance with the above information by a member of the academy staff who has received all the necessary administering medication training.

I will supply the academy with the medicines in the original container as dispensed/purchased and have clear dosage instructions on the packaging. The academy will add a label with your child's name so this can be handed back at the end of the day.

I understand that administering this non-prescribed medication is for a short period of time only to facilitate my child attending the academy and continuing their learning.

I accept that whilst my child is in the care of the academy, the academy staff stand in the position of the parent and that the academy staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signed _____ Date _____

Appendix 4- Individual Healthcare Plan

Individual Health Care Plan

The school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Please list any medical, allergy or dietary requirements your child has:

Medical condition	Food allergy	Food intolerance	Dietary requirements	Other allergy	Other medical or health need

General Information		
Child's Name		*Insert photo of child*
Class		
Date of birth		
Child's address		
Medical diagnosis or condition		
Date of diagnosis		

Family Contact 1 - Information	
Name	
Relationship to child	
Phone number (mobile)	
Phone number (home)	
Phone number (work)	
Email address	

Health Contact Details - Professionals	
Clinic/Hospital Contact	
Phone no.	
G.P. Surgery	
G.P. Name	
G.P Phone number	

Education Contact Details	
Class Teacher name	
SENDCo name	
Learning Mentor name	

Description of Needs	
Symptoms	
Triggers	
Treatments	
Required Equipment	
Environmental Issues	
Other Details	

Medications	
Name of medication	
Current or historic treatment?	
Dose	
Method of administration	
Known Side Effects	
Administration (self, support, professionals)	

Care Requirements	
Daily Requirements	
Emotional, Social and Educational support?	
Academy trips	
What constitutes an emergency	
Required action	

Responsibilities	
Who is responsible in an academy based emergency?	First Aider
Who is responsible in academy related off site emergency?	Trip Leader First Aider

Training	
What Training Do Staff Require?	Completed Annually
Who is responsible for updating academy staff training following information sharing?	

Who needs to know about the child's condition and have they been informed?
☐ **Teacher** ☐ **SENDCO** ☐ **TA** ☐ **LSA** ☐ **PE staff** ☐ **Music Teacher** ☐ **Allergy Lead** ☐ **Senior Leadership Team** ☐ **Office staff** ☐ **Lunchtime staff** ☐ **Catering Team**

Plan Development Details	
Plan Written By **(Name, signature and date)**	
Date Plan Developed	
Review Schedule	Every 12 months (or when pertinent review information shared from professionals)
Date of Next Review	

LIGHTHOUSE MULTI ACADEMY TRUST

The school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Field Road Academy

Please list any medical, allergy or dietary requirements your child has:

Medical condition	Food allergy	Food intolerance	Dietary requirements	Other allergy	Other medical or health need

General Information		
Child's Name		*Insert photo of child*
Class		
Date of birth		
Child's address		
Medical diagnosis or condition		
Date of diagnosis		
GP Surgery		
GP Name		
GP Contact Number		

Emergency Contact Information – Parent 1	
Name	
Relationship to child	
Phone number (mobile)	
Phone number (home)	
Phone number (work)	
Email address	

Education Contact Details	
Class Teacher name	
SENDCo name	
Learning Mentor name	

Description of Needs	
Symptoms	

Triggers	
Treatments	
Required Equipment e.g. spacer	
Other Details	

Medications to be Given During Academy Hours	
Name of medication	
Dose	
Method of administration	
Times of administration	
Known Side Effects	
Administration (self, support)	
Consent to use academy emergency Inhaler	

Medication to Be Taken Before Exercise	
Name of medication	
Dose	
Method of administration	
Times of administration	
Known Side Effects	
Administration (self, support)	

Progression of Symptoms		
Symptoms Controlled by Reliever	**My symptoms are getting worse if…**	**I am at risk of, or could be having an asthma attack, if…**
- I may wheeze, or cough, but my symptoms become controlled after my reliever inhaler is administered. - I may need additional monitoring or alterations to my involvement with some physical activities.	- I wheeze, cough, my chest hurts, or it's hard to breathe. - I need my reliever inhaler 3 or more times a week or - I am waking up at night because of my asthma symptoms. - I may be advised to take my reliever inhaler every 4 hours (if needed) **If my reliever inhaler is not lasting for 4 hours, emergency**	- My reliever inhaler isn't helping or I need to use it more than every 4 hours. - I can't talk, walk or eat easily - I am finding it hard to breathe - I'm coughing, or wheezing a lot; my chest may hurt or feel tight. **ACTIONS:** 1. REMAIN CALM 2. Seek assistance 3. Don't lie me down 4. Give me 1 puff of my reliever inhaler (with my spacer if I have it) every 30 to 60 seconds up to a total of 10 puffs.

	action is needed. Parents must be notified immediately. **I am potentially at risk of an asthma attack.**	5. Call emergency services (9)999. 6. If the ambulance has not arrived after 10 minutes and my symptoms are not improving, repeat step 4 again. 7. If my symptoms are no better after repeating step 4, and the ambulance has not arrived, contact emergency services again immediately (9)999.

Who needs to know about the child's condition and have they been informed?
☐ **Teacher** ☐ **SENDCO** ☐ **TA** ☐ **LSA** ☐ **PE staff** ☐ **Music Teacher** ☐ **Allergy Lead** ☐ **Senior Leadership Team** ☐ **Office staff** ☐ **Lunchtime staff** ☐ **Catering Team**

Plan Development Details	
Plan Written By **(Name, signature and date)**	
Date Plan Developed	
Review Schedule	Every 12 months (or when pertinent review information shared from professionals)
Date of Next Review	

Allergy Individual Health Care Plan

The academy is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

Please list any medical, allergy or dietary requirements your child has:

Medical condition	Food allergy	Food intolerance	Dietary requirements	Other allergy	Other medical or health need

General Information		
Child's Name		*Insert photo of child*
Class		
Date of birth		
Child's address		
GP Surgery		
GP Name		
GP Contact Number		

Family Contact 1 - Information	
Name	
Relationship to child	
Phone number (mobile)	
Phone number (home)	
Phone number (work)	
Email address	

Education Contact Details	
Class Teacher name	
Allergy Lead name	
Learning Mentor name	

Description of needs	
Allergy	*Note what allergy the child or young person has.* *Note any known allergens.* *Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others*

How the allergy is managed	*Note any care or action plans or prescribed medication issued by healthcare professionals.* *If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.* *Note the extent to which the child or young person is able to take responsibility for managing their allergy.*
Impact on Education	*Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.* *Indicate how the allergy may impact on the child or young person's learning.* *Indicate how the allergy may impact on the child or young person's emotional wellbeing.* *If relevant, note any interaction between allergy and SEN.*
Arrangements for support	*Give details of the specific support or adaptations which the academy or early years setting will put in place, within its educational remit.* *Outline measures to reduce the risk of contact with known allergens.* *Give details of the specific support or adaptations to manage food allergy at meal and snack times.* *Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.*
Visits and Trips	*Give details of any arrangements or procedures which may be required for academy trips or other activities outside of the normal timetable that will ensure the child can participate.* *Note any requirement for a risk assessment and prompts for specific issues which should be considered.*
Emergency response	*Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.* *Otherwise summarise the signs or symptoms which would indicate an emergency.* *Set out what to do in an emergency, including whom to contact.* *If relevant, note where "spare" adrenaline devices are located.*

Who needs to know about the child's allergy and have they been informed?
☐ **Teacher** ☐ **SENDCO** ☐ **TA** ☐ **LSA** ☐ **PE staff** ☐ **Music Teacher** ☐ **Allergy Lead** ☐ **Senior Leadership Team** ☐ **Office staff** ☐ **Lunchtime staff** ☐ **Catering Team**

Plan Development Details	
Plan Written By **(Name, signature and date)**	
Date Plan Developed	
Review Schedule	Every 12 months (or when pertinent review information shared from professionals)
Date of Next Review	

Child Name:	**DOB:**
Medication needed while in the academy	
Non-prescription medication: *Record any non-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting* *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access* *Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Parental consent:	**Date**:
Prescription medication: *Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).* *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.* *Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Prescribed by:	**Date**:
Parental consent:	**Date**:
Use of "spare" adrenaline devices: *Note whether parental consent has been given to administer adrenaline (e.g. using "spare" adrenaline devices) in an emergency.*	
Parental consent:	**Date**:
Use of "spare" salbutamol inhaler: *If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a "spare" salbutamol reliever inhaler.*	
Parental consent:	**Date**:

Appendix 5- Individual risk assessment for a child with a temporary medical condition or injury

LIGHTHOUSE MULTI ACADEMY TRUST

Field Road Academy

Individual Risk Assessment for a child with a Temporary medical condition or injury

Name of pupil:		**Pupil year group:**		**Pupil temporary medical condition or injury:**	*(e.g. broken arm, leg in cast, post-surgery recovery, mobility restriction)*	**Date Condition Started:**	
Expected Duration:		**Medical Advice Provided:**	*(attach hospital/GP letter if applicable)*	**Medication Required in academy**	☐ Yes ☐ No	*If yes, detail dosage, storage, and administration arrangements:*	
Name of assessor(s):		**Assessment Date:**		**Name of Risk assessor(s):**		**Date risk assessment checked/edited**:	

Impact on academy Activities Add a cross in the box to indicate how the condition affects the child							
Mobility	Access around academy	Classroom learning	PE / Physical activity	Playtimes / lunchtimes	Toileting / personal care	Transport to/from academy	Emergency evacuation
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

What are the significant hazards?	**Who might be harmed & how?**	**Risk rating*** **L/M/H**	**Existing controls** (What are you already doing?)	**Additional controls required** (Do you need to do anything else?)	**Residual risk rating*** **L/M/H**	**1. Action by** **2. Target date** **3. Done date**
Moving around academy (stairs,	Pupil Trips, falls, injury worsening	Medium	• Child to leave class 5 minutes early to avoid busy corridors • Adult or peer escort where needed • Use of lift (if available) or ground floor classroom allocated • Clear, unobstructed pathways maintained at all times		Low	1. 2. 3.

corridors, entrances)			• Visual reminders to other pupils about giving space (age-appropriate) • Staff to monitor high-risk transition times (start/end of day, break times) • Risk assessed use of mobility aids (crutches, wheel-chair) with supervision			
Entering and exiting academy (drop-off/collection)	Pupil Crowding, accidental knocks, falls	Medium	• Agreed staggered drop-off/collection time with parents • Designated entrance/exit point to reduce congestion • Staff member available to support safe entry/exit • Parent/carer handover directly to staff if needed • Clear communication with parents regarding safe procedures		Low	1. 2. 3.
Playtime / Lunchtime (outdoor areas)	Pupil Collision with other children, falls, uneven surfaces, rough play	Medium	• Zoned or restricted play area identified (quieter space) • Increased adult supervision and awareness of child's needs • Adapted activities (non-contact games, quiet play resources) • Option to remain indoors if safer/more appropriate • Daily check of outdoor surfaces for hazards • Clear expectations shared with peers about safe play around the child		Low	1. 2. 3.
PE / Physical activity	Pupil Re-injury, strain, non-compliance with medical advice	Medium	• Child withdrawn from PE unless medically cleared • Alternative role provided (e.g. scorekeeper, observer) to ensure inclusion • Staff aware of specific medical restrictions (written guidance available) • Gradual reintegration plan when appropriate • Risk assessment reviewed before returning to activity		Low	1. 2. 3.
Classroom environment	Pupil	Medium	• Seat child near exit for easy access and evacuation • Provide appropriate chair/desk (e.g. extra space, footrest, cushion)			1. 2.

(movement, layout, seating)	Trips over bags/chairs, discomfort, limited access		• Ensure clear walkway to and from sea • Equipment stored within easy reach • Minimise need for unnecessary movement around classroom		Low	3.
Carrying equipment / academy belongings	Pupil Strain, dropping items, loss of balance	Medium	• Child not required to carry heavy items • Use of book bag instead of backpack if appropriate • Adult or peer buddy assigned to carry equipment • Duplicate resources kept in classroom where possible • ICT alternatives used to reduce physical load		Low	1. 2. 3.
Toileting / personal care	Pupil Slips, difficulty managing clothing, injury to affected area, dignity concerns	Medium	• Individual toileting plan agreed with parents • Access to disabled toilet if available • Staff support provided where necessary (following safeguarding/intimate care policy) • Extra time allowed for toileting • Adaptations such as loose clothing recommended • Staff trained to avoid contact with injury site (e.g. casts, medical devices)- • Clear dignity and privacy measures in place		Low	1. 2. 3.
Medication administration	Pupil Incorrect dosage, missed medication, allergic reaction	Medium	• Written medical plan in place (signed by parents) • Medication stored securely but accessible (as per policy) • Only trained staff to administer medication • Clear record kept of administration (time, dosage, staff signature) • Spare medication available if required • Staff aware of side effects and emergency response		Low	1. 2. 3.
Fatigue / Pain / Emotional wellbeing	Pupil Reduced concentration, distress, slower	Medium	• Flexible timetable with rest breaks built in • Quiet rest area identified and supervised • Regular check-ins by staff • Reduced workload or adapted tasks where needed		Low	1. 2. 3.

	response in emergencies		• Access to pastoral support if child becomes anxious or upset • Communication with parents regarding child's daily wellbeing			
Fire / Emergency Evacuation	Pupil Delay in evacuation, increased risk of injury	Medium	• Personal Emergency Evacuation Plan (PEEP) in place • Named adult responsible for supporting child • Alternative evacuation route identified if needed • Practice evacuation carried out with child (where appropriate) • Evacuation aids available if required (e.g. evac chair) • Staff aware of child's location at all times		Low	1. 2. 3.
Wet weather / slippery conditions	Pupil Slips and falls outdoors	Medium	• Close supervision when moving from playground to building • Alternative indoor arrangements during poor weather • Gritting of pathways where necessary • Appropriate footwear encouraged		Low	1. 2. 3.
End of day routines / transitions	Pupil Congestion, confusion, increased accident risk	Medium	• Early collection or staggered exit if needed • Child supervised until safely handed over • Clear communication with after-academy clubs regarding need • Staff awareness of any changes to routine		Low	1. 2. 3.
academy trips / off-site visits	Pupil Access issues, fatigue, increased risk in unfamiliar environments	Medium	• Individual risk assessment completed for each trip • Additional adult support assigned • Transport arrangements adapted if necessary • Venue accessibility checked in advance • First aid provision and medication carried by trained staff • Parent consultation prior to trip		Low	1. 2. 3.

Pupil Voice (if appropriate)

What helps the child feel safe and comfortable:	
Any worries expressed:	

Parent/Carer Consultation

Date discussed:		**Parent/ Carer Name:**	
Parent/ Carer Views:			
Parent/ Carer Signature:			

Named adult(s) responsible for support:		**First aiders aware:**	☐ Yes ☐ No	**All staff informed:**	☐ Yes ☐ No

Class Teacher Name		**Assessor Name**		**Executive Headteacher/Head of Academy Name**	
Class Teacher Signature		**Assessor Signature**		**Executive Headteacher /Head of Academy Signature**	
Date		**Date**		**Date**	

Appendix 6 -Signing in and out medication

Medication booking in/out form

Name of pupil:		Pupil Year group:	

Type of Medication	Amount e.g number of tablets	Time Medication last administered	Expiry date of Medication	Date booked into academy	Time booked into academy	Date booked out of academy	Time booked out of academy	Staff Signature

This form should be used for **all** medication including Epi-pens, antibiotics, creams and inhalers

Appendix 7.1 Administering medication Record

Record of administering medication

Name of pupil:		Pupil Year group:	

(prescribed and non-prescribed)

Date	Time	Name of Medication	Dose Given	Any Reactions?	Signature of Staff Member	Print Name	Witness Signature	Witness Name

Appendix 7.2 Administering medication Record

Record of insulin administered via insulin pump

Name of pupil:		Pupil Year group:	

Date	Time	Blood Glucose / CGM Reading (mmol/L)	CARBOHYDRATE (grams) meal or snack	Insulin Dose (units)	Reason (meal / correction)	Hypo / Hyper Treatment Given	Alerts / Technical Issues	Parent Contact	Staff Initials/ Name	Witness Initials/ Name

Appendix 8- Admissions Paperwork

Pupil Medical Information

NHS number			
Surgery/Practice Name		Doctors name (if applicable)	
Address			
County		Postcode	
Surgery/ Practice Telephone number			

Medical Conditions

Does your child have any medical condition we need to be aware of?	☐ Yes ☐ No	If yes, please provide details (including diagnosis, symptoms, and how it affects your child):	
Will your child need to take medication during the academy day?	☐ Yes ☐ No	If yes, please provide details (name of medication, dosage, frequency):	
Is your child under any hospital consultant or specialist?	☐ Yes ☐ No	If yes, please provide details (name, hospital)	
Does your child have a disability as defined under the Equality Act 2010?	☐ Yes ☐ No	Does your child require any reasonable adjustments to access learning, the curriculum, or academy facilities?	

Emergency Medical Treatment and First Aid Consent

I consent to appropriately First Aid trained academy staff administering emergency or life-saving first aid to my child if required.

In the event of an emergency, I understand that the academy will take all reasonable steps to obtain medical assistance and may contact the emergency services (999) if deemed necessary.

I consent to my child being transported to hospital by academy staff if this is considered necessary in an emergency situation and where it is safe and appropriate to do so, pending arrival of emergency services or as directed by medical professionals

Parent/ carer name		Signature of parent/carer with parental repsonsibility (PR)		Date	

Appendix 9 – Overview of List of Medical Conditions in academy

Overview of List of Medical Conditions and allergies in the academy

Pupil Name	Year group	DOB	Medical Condition	Food allergy	Food intolerance	Dietary requirements	Other Allergy	Health Care Plan, Asthma plan, Allergy Plan Yes or No	Expiry date of plan(s)	Medication in academy Yes or No	Expiry date of medication	Where is the medication stored

Appendix 10- Inhaler and Epi-Pen log and expiry date (whole academy)

Inhaler and Epi-Pen log and expiry date

Name	Class	Inhaler or Epipen	Date of Expiration	Request for replacement sent	Checked by

Appendix 11- Consent for walking to and from the academy

LIGHTHOUSE MULTI ACADEMY TRUST

Permission form for walking to or from the academy

Field Road Academy

PUPIL DETAILS			
Pupil name:			
Year group:		**Class:**	
Parent/carer(s) name(s):			

Consent

I give permission for my child named above to:

☐ Walk **to the academy** unaccompanied

☐ Walk **from the academy** unaccompanied

☐ Walk **to and from the academy** unaccompanied

I understand that my child will not be under the supervision of the academy whilst travelling to and/or from the academy and that responsibility for their safety rests with me as parent/carer until they arrive on the academy site and after they leave the academy site.

Parent/carer signature: _____ Date: _____

Additional Information

Will your child be bringing their mobile phone to walk to or from the academy?

☐ Yes If yes please complete the mobile phone agreement below.

☐ No

Does your child have a medical condition which will require them to carry medication?

☐ Yes If yes please complete medical disclaimer below.

☐ No

Mobile Phone Agreement

The academy has agreed to allow _____to bring their mobile phone to the academy because they travel to and from the academy independently.

Pupils who bring a mobile phone to the academy must abide by the academies policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

I agree that my child will sign the Code of conduct/acceptable use agreement for mobile phones.

I understand the mobile phone must be switched off and not used in the academy.

I understand my child will need to sign in their mobile phone at the start of the day and sign it out at home time.

The academy reserves the right to revoke permission if pupils don't abide by the policy.

Parent/carer signature: _____ Date: _____

Pupil signature: _____ Date: _____

Medical Conditions Disclaimer

What medication will the child be carrying:_____

If your child has been prescribed medication that may be required whilst travelling to and/or from the academy independently, it is the responsibility of the parent/carer to ensure that their child carries, or has immediate access to, their prescribed medication at all times during their journey to and from the academy. This includes, but is not limited to, Adrenaline Auto-Injectors (AAIs), inhalers, insulin, glucose treatments, epilepsy medication and any other medication required for the management of a medical condition.

The academy's emergency medication and any medication held on site for use during the academy day are only available whilst the pupil is under academy supervision and cannot accompany pupils outside of academy hours or premises.

By signing this consent form, parents/carers acknowledge that:

- Their child has permission to walk to and/or from the academy independently.
- Where their child has been prescribed medication that may be required during their journey, they are responsible for ensuring that the medication is carried by the child, where appropriate, or is otherwise immediately accessible.
- Medication provided to the academy for use during the academy day does not replace the need for appropriate medication arrangements whilst travelling independently to and from the academy.
- The academy cannot accept responsibility for a pupil's medication requirements, treatment, or medical care before they arrive on the academy site or after they leave the academy site.
- Parents/carers are responsible for ensuring that any medication carried by their child is in date, correctly labelled and suitable for use.

Parent/Carer Declaration
I understand and accept the responsibilities outlined above and confirm that, where applicable, my child will carry, or have immediate access to, any prescribed medication required whilst walking to and from the academy independently.

Parent/carer signature: _____ Date: _____

Pupil signature: _____ Date: _____