



Okehampton College Medical Policy 2025/26

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1.0		J. Harris	

Public Sector Equality Duty

This policy is written with due regard for the public sector equality duty that is placed on all schools. Okehampton College will make reasonable adjustments for members of the school community with SEND and protected characteristics and guard against discriminatory practices and victimisation to ensure no-one is treated unfairly.

Okehampton College Medical Conditions and Medication Policy

1. Purpose

- The school is committed to ensuring that all pupils with medical conditions receive appropriate support to enable them to have full access to

education, including attendance, learning, school trips, physical education, extracurricular activities, breakfast clubs, and after-school provision.

- The school will work collaboratively with parents/carers, healthcare professionals, local authorities and other relevant agencies to ensure that pupils with medical conditions are safe, supported, and able to achieve their full potential.
- The school recognises its duties under the Equality Act 2010 and will make reasonable adjustments for pupils whose medical conditions constitute a disability.

2. Legal Framework

- This policy is informed by and should be read alongside:
 - o Children and Families Act 2014, Section 100.
 - o Equality Act 2010.
 - o Health and Safety at Work Act 1974.
 - o Children Act 1989 and 2004.
 - o Data Protection Act 2018 and UK GDPR.
 - o Keeping Children Safe in Education (current version).
 - o DfE Supporting Children and Young People with Medical Conditions and Allergy (2026).
 - o DfE Guidance on the Use of Emergency Salbutamol Inhalers.
 - o DfE Guidance on the Use of Spare Adrenaline Auto-Injectors.
 - o Relevant NHS and UK Health Security Agency guidance.

3. Principles

Okehampton College will ensure that:

- Pupils with medical conditions are properly supported.
- Pupils with medical conditions are not disadvantaged or excluded.
- Arrangements promote independence where appropriate.
- Staff understand their responsibilities.
- Medical information is appropriately shared with those who need to know.
- Pupils are treated with dignity and respect.
- The emotional wellbeing of pupils with medical conditions is recognised and supported.
- Medical needs are considered within safeguarding arrangements.

4. Roles and Responsibilities

4.1 Governing Body

- The Governing Body:
 - o Ensures compliance with statutory duties.

- o Has appointed a named governor with responsibility for oversight of medical conditions – Ms Sophia Clist
- o Reviews this policy annually.

- o Monitors incidents, near misses and complaints.

- o Ensures adequate resources, staffing and training are available.

- o Reviews arrangements following any serious medical incident.

4.2 Headteacher

- The Headteacher:
 - o Ensures the implementation of this policy.
 - o Has designated a senior leader responsible for medical conditions – Mrs Jenny Harris (Assistant Principal – Inclusion)

 - o Ensures Individual Healthcare Plans are implemented.

 - o Ensures staff receive appropriate training.

 - o Ensures incidents are investigated and lessons learned are implemented.

4.3 Medical Lead / First Aid Team

- The named Medical Lead for Okehampton College is Janice Anstey. She will:
 - o Maintain a register of pupils with medical conditions.
 - o Coordinate Individual Healthcare Plans.
 - o Oversee medication administration.
 - o Monitor staff training requirements.
 - o Ensure records are maintained.
 - o Review medical incidents and near misses alongside other senior staff.

4.4 Teachers and Support Staff

- Staff will:
 - o Be aware of pupils' medical needs through the implementation of Class Profiles.
 - o Follow Individual Healthcare Plans.
 - o Undertake required training.

 - o Support inclusion in school activities.

- o Raise concerns promptly regarding a pupil's health, welfare or safeguarding.

4.5 Parents and Carers

- Parents/carers will:
 - o Provide accurate and up-to-date medical information.
 - o Supply medication in line with school requirements.
 - o Attend reviews where appropriate.
 - o Inform the school immediately of changes to medical needs.
 - o Ensure medicines are within expiry dates.

4.6 Pupils

- Where appropriate, pupils will be encouraged to:
 - o Understand their condition.
 - o Take increasing responsibility for managing their health needs.
 - o Carry and administer medication independently where agreed.

5. Identifying Pupils with Medical Conditions

- The school will identify pupils with medical conditions through:
 - o Admission forms.
 - o Annual medical data capture.
 - o Transition meetings.
 - o Communication with previous schools.
 - o Information from healthcare professionals.
 - o Parent/carer notification.
- Medical needs will be reviewed regularly and whenever new information is received.

6. Individual Healthcare Plans (IHPs)

6.1 When an IHP is Required

- An Individual Healthcare Plan / Asthma Care Plan will normally be developed when a pupil:
 - o Has a long-term medical condition.
 - o Requires ongoing medication in school.
 - o Has an allergy requiring active management.

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Requires emergency intervention.

- o Has frequent absences related to health needs. o Requires reasonable adjustments under the Equality Act.

6.2 Content of an IHP

- The Individual Healthcare Plan will include:
 - o Medical diagnosis and condition. o Signs, symptoms and triggers.
 - o Daily management arrangements. o Medication requirements. o Emergency procedures. o Levels of supervision required.
 - o Arrangements for educational visits. o Self-management arrangements. o Required training for staff. o Roles and responsibilities of staff. o Contact details for parents and healthcare professionals. o Wellbeing and emotional support arrangements. o Review date.

6.3 Review of IHPs

- Plans will be reviewed:
 - o At least annually. o Following hospital admission. o Following significant medical changes. o Following emergency treatment. o Following changes in medication.
 - o At parental request where appropriate.

7. Unacceptable Practice

- The school will not:
 - o Prevent pupils from accessing medication. o Assume all pupils with the same condition require identical support. o Exclude pupils from activities without evidence-based risk assessment. o Require parents to attend school to administer routine medication.
 - o Send pupils home unnecessarily.

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- o Penalise pupils for absences linked to medical needs.
- o Ignore medical evidence or healthcare advice.

8. Administration of Medicines

8.1 General Principles

- Medicines will only be administered:
 - o With written parental consent.
 - o In accordance with prescriber instructions.
 - o By trained and authorised staff.
- Records will be maintained for all medicines administered.

8.2 Storage of Medication

- Medication will be:
 - o Stored securely.
 - o Accessible when required in emergencies.
 - o Stored according to manufacturer instructions.
 - o Checked regularly for expiry dates.
- Emergency medication will never be inaccessible during the school day.

8.3 Self-Administration

- Pupils may carry and self-administer medication where:
 - o Supported by their healthcare professional.
 - o Agreed by parents.
 - o Risk assessed by the school.
 - o Documented within the IHP.

9. Allergy Safety

- The school recognises allergies as potentially life-threatening medical conditions.
- The school will maintain separate Allergy Safety Procedures and ensure:
 - o Identification of pupils with allergies.
 - o Allergen risk assessments.
 - o Safe food handling and catering arrangements.
 - o Awareness across school activities.
 - o Clear emergency procedures.

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- o Access to prescribed adrenaline auto-injectors. o Availability of spare adrenaline auto-injectors where permitted.
- o Annual staff allergy awareness training.
- Staff will be aware of:
 - o Signs of anaphylaxis.
 - Emergency response procedures.
 - o The location of adrenaline auto-injectors.

10. Emergency Medication

- The school may maintain:
 - o Emergency salbutamol inhalers. o Spare adrenaline auto-injectors.
- These will be used in accordance with national guidance and parental consent arrangements.
- All emergency medication locations will be clearly identified.

11. Educational Visits, Residential and Off-Site Activities

- Pupils with medical conditions will be actively included in educational visits.
- Prior to visits:
 - o Medical needs will be reviewed. o Risk assessments completed.
 - o Medication arrangements confirmed.
 - o Staff training needs reviewed.
 - o Emergency provisions checked.
- No pupil will be excluded solely because of a medical condition.

12. Emergency Procedures

- In a medical emergency staff will:
 - o Follow the pupil's Individual Healthcare Plan. o Administer emergency medication if required.
 - o Dial 999 where necessary. o Contact parents/carers. o Record all actions taken.
- A copy of emergency procedures will be readily accessible to relevant staff.

13. Incident, Near Miss and Error Reporting

- The school will record:
 - Medication errors.
 - Missed doses.
 - Delayed administration.
 - Adverse reactions.
 - Allergy incidents.
- Emergencies
- Near misses.
- All incidents will be reviewed to identify lessons learned and reduce future risks.
- Serious incidents will be escalated to senior leaders and governors as appropriate.

14. Staff Training

- The school will ensure that:
 - o Staff receive appropriate induction.
 - o Condition-specific training is provided where required. Competency is assessed where specialist procedures are involved.
 - o Refresher training is undertaken regularly.
 - o Records of training are maintained.
 - o Supply and temporary staff receive relevant information.
- Training may include:
 - o Asthma management.
 - o Adrenaline auto-injector use.
 - o Diabetes management.
 - o Epilepsy awareness.
 - o Emergency procedures.
 - o Individual Healthcare Plan implementation.

15. Safeguarding

- The school recognises that medical needs can intersect with safeguarding concerns.
- Concerns may include:
 - o Medical neglect.
 - o Repeated failure to provide essential medication.
 - o Failure to access treatment.
 - o Significant unmet health needs.
- All concerns will be managed in line with safeguarding procedures and Keeping Children Safe in Education.

16. Wellbeing and Emotional Support

- The school recognises that medical conditions may affect:
 - o Emotional wellbeing.
 - o Self-esteem.
 - o Friendships.
 - o Attendance.
 - o Learning and participation.
- Appropriate pastoral support will be available and staff will seek to reduce barriers to participation.

17. Confidentiality and Information Sharing

- Medical information will be:
 - o Stored securely.
 - o Shared only on a need-to-know basis.
 - o Processed in accordance with data protection legislation.
- Appropriate information will be shared with staff responsible for supporting pupils.

18. Monitoring and Review

- This policy will be:
 - o Reviewed annually.

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- o Reviewed sooner following any major incident.
- o Evaluated through incident analysis, staff feedback and governor oversight.

- **Approved by:** _____
- **Headteacher:** Gareth Smith
- **Named Medical Lead:** Jenny Harris
- **Named Governor:** Jenny Harris
- **Date Approved:** _____
- **Review Date:** _____

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