



Managing Medical Conditions

Last review date:	September 2025		
Next review date:	September 2027		
Responsible:	K. O'Brien		
Statutory Policy:	Yes		
Date	Version	Reason for change	Review
06/09/25	1.0	Statutory change	Every two years

To be read alongside all relevant BOA Digital Technologies Academy policies and procedures

Contents

1. Introduction.....	3
2. Managing Medical Conditions in School	3
3. Individual Healthcare Plans (IHCPs).....	4
4. Medicines	4
5. Hygiene and Infection Control.....	5
6. Mental Health.....	5
7. Liability	5
8. Monitoring and Evaluation	5

1. Introduction

The academy value the health and safety of all learners, staff and visitors and will take appropriate action to ensure practices are in place to protect them. This policy aims to identify effective systems for ensuring the provision of adequate and appropriate facilities and personnel at BOA Digital Technologies academies, both on and offsite. This policy should be read in conjunction with the Health and Safety Policy.

2. Managing Medical Conditions in School

The Assistant Principal (Pastoral) is responsible for:

- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of students' medical conditions.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Contacting the school nursing service in the case of any child who has a medical condition, where it is felt necessary.

These responsibilities may be delegated to a named member of the pastoral department.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Informing the school of any medication their child is taking, even if not administered during the school day.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Collecting and disposing of any expired / unnecessary medications.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Assistant Principal (Pastoral) or SENCO.

Students are responsible for:

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Depending on the student's condition, some students may be allowed to carry their own medicines and devices (insulin, inhalers, and Epi-pens). Where this is not possible, their medicines will be located in the Reception in a locked cabinet.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

- Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

3. Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Assistant Principal (Pastoral) and medical professionals. IHCPs will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner. Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

Where a student is returning from a period of hospital education or alternative provision or home tuition, the school will work with the education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

4. Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for a school to administer medicine form.

No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence.

Medications are stored in a locked cabinet in reception; this area is also staff only. Medication in need of refrigerating is stored in the fridge in reception. Any medications left over at the end of the course will be returned to the child's parents. If this is not the case, medications should be taken to the nearest pharmacy for disposal and a record kept.

Written records will be kept of any medication administered to student. Students will never be prevented from accessing their medication.

The academy or BOA Group cannot be held responsible for side effects that occur when medication is taken correctly.

As part of their risk assessment prior to a school trip the lead teacher will explore the storage and administration of medicines.

5. Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single-use disposable gloves, aprons and face masks and hand-washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings and equipment. All waste should be double bagged and disposed of in the outside bins.

A sharps box is provided, where necessary, in the first aid room. This should be disposed of following local procedures when full.

6. Mental Health

The school aims to support students who suffer with poor mental health in whatever guise this manifests. In school this could include:

- Teachers showing compassion and understanding with students
- Support with a Learning Support Assistant
- Work with a Learning Mentor
- Behaviour support
- Pastoral support

The academy will work with the following outside agencies to support learners:

- GP Services
- CAMHS
- A range of healthcare professionals
- Educational Psychologist

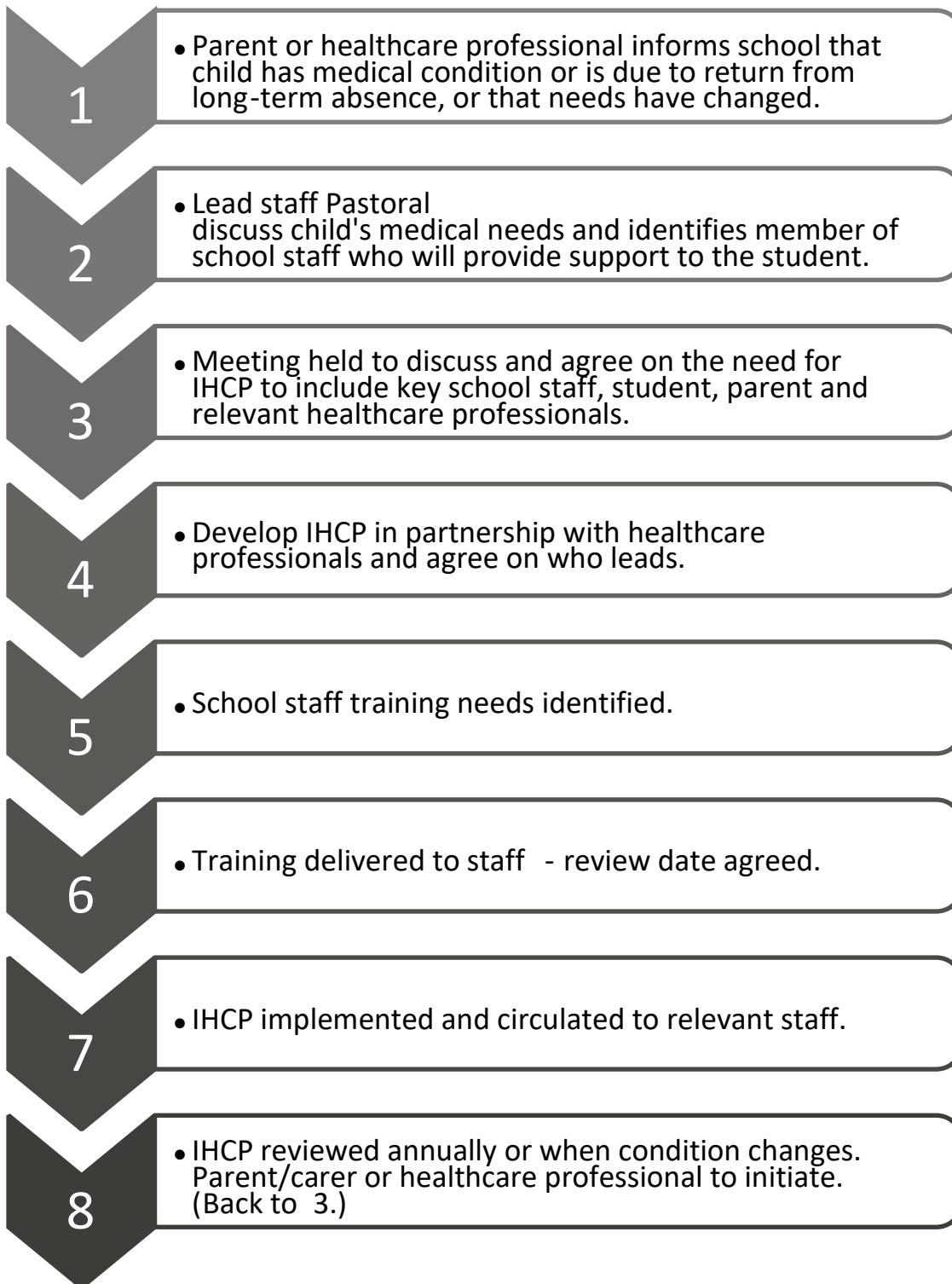
7. Liability

The academy's employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the academy's insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

8. Monitoring and Evaluation

This policy will be reviewed every two years by the named person responsible. Changes in technology, legislation or other external factors may result in this policy being reviewed earlier.

Appendix 1 - Individual Health & Care Plan Implementation - Suggested Procedure



Appendix 2 - Individual Health & Care Plan - Example Template

IDENTIFICATION DETAILS

Child's name:

Date of birth:

Address:

School year:

Tutor Group:

MEDICAL DETAILS

Medical condition:

Treatment regime:

Medication prescribed or otherwise:

Side effects:

Action to be taken in the event of an emergency:

CONTACT DETAILS

Parents/carers:

Alternative family contact (nominated by parents/carers):

Doctor/Pediatrician/Pharmacy;

Any other relevant Health Professional:

SIGNIATURES

Parent/carer's signature:

Date:

School medical official's signature:

Date:

Annual review date due:

FACILITIES REQUIRED

Equipment and accommodation:

Staff training. Management/administration:

Appendix 3 - Parental Agreement for a School to Administer Medicine - Example Template

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

Administering Form

Date for review to be initiated by	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine	
<i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

**I understand that I must deliver
the medicine personally to**

(Add name of agreed member of staff)

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

Signature(s) _____

Date _____

Appendix 6 - Staff Training Record – Administration of Medicines - Example Template

Name of school/setting:	
Name:	
Type of training received:	
Date of training completed:	
Training provided by:	
Profession and title:	

I confirm that add name of member of staff has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by add name of member of staff.

Trainer's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested review date: _____