King’s Cross Academy

Supporting Pupils with Medical Conditions

Ratification and Monitoring

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Review date:	September 2027
Website?	YES
Policy drive?	YES
Master Policy S/S	YES

Approval

Headteacher	Stephen Mitchell	September 2026
Chair Quality of Education Committee	Allan Atlee	September 2026

Internal Monitoring

Karen Gosling	Attendance and Medical Officer	September 2026

1. Purpose

King's Cross Academy is an inclusive school and is committed to ensuring that pupils with medical conditions are properly supported so that they can access education, including school trips, physical education, clubs and wider school life, as fully as possible.

The Academy recognises that some medical conditions may be serious, long-term or potentially life-threatening and that pupils may require ongoing support, reasonable adjustments, medication or emergency treatment during the school day.

We aim to ensure that:

- pupils with medical conditions are supported to participate fully in school life;
- pupils can access their medication and treatment safely and promptly;
- staff understand their responsibilities and know how to respond to a medical emergency;
- appropriate staff receive the information and training required to meet individual pupils' needs;
- pupils and their parents/carers are involved in decisions about the support provided;
- medical information is managed appropriately and shared with staff on a need-to-know basis; and
- no pupil is unnecessarily excluded from learning or school activities because of a medical condition.

Where a pupil's medical condition also constitutes a disability, the Academy will comply with its duties under the Equality Act 2010, including its duty to make reasonable adjustments.

Where a pupil has special educational needs or disabilities (SEND), this policy should be read alongside the Academy's SEND Policy and, where applicable, the pupil's Education, Health and Care Plan (EHCP).

2. Legislation and statutory guidance

This policy has regard to relevant legislation and statutory guidance, including:

- Section 100 of the Children and Families Act 2014;
- the Department for Education's statutory guidance, *Supporting pupils at school with medical conditions*;
- the Department for Education's statutory guidance on allergy safety in schools;
- the Equality Act 2010;
- the Special Educational Needs and Disability Code of Practice: 0 to 25 years;
- the Human Medicines Regulations 2012; and
- the statutory framework for the Early Years Foundation Stage, where applicable.

Under Section 100 of the Children and Families Act 2014, the Academy's governing body has a duty to make arrangements to support pupils with medical conditions.

This policy should be read alongside other relevant Academy policies and procedures, including those relating to:

- First Aid;
- Allergy Safety;
- SEND;
- Safeguarding and Child Protection;
- Attendance;
- Educational Visits;
- Health and Safety;
- Intimate Care, where applicable; and
- Equality and Accessibility.

3. Key principles

King's Cross Academy will work collaboratively with pupils, parents and carers, healthcare professionals and other relevant agencies to ensure that pupils with medical conditions receive appropriate support.

In implementing this policy, the Academy will:

- focus on the individual needs of each pupil rather than making assumptions based on a diagnosis;
- listen to and take account of the views of pupils and their parents/carers;
- ensure that arrangements give parents/carers confidence in the Academy's ability to support their child effectively;
- support pupils to manage their own health and medication independently where this is appropriate for their age, maturity and medical needs;
- ensure that staff supporting pupils with medical conditions have appropriate information and, where necessary, training;
- ensure that emergency arrangements are clear and that emergency medication is readily accessible when required;
- consider medical needs when planning lessons, physical activity, trips, residential visits, clubs and wraparound provision;
- make reasonable adjustments for pupils whose medical condition constitutes a disability; and
- ensure that medical information is handled sensitively, confidentially and in accordance with data protection requirements.

4. Communication and Information Sharing

The Academy will ensure that pupils, parents/carers and relevant staff understand the arrangements for supporting pupils with medical conditions.

Parents/carers are responsible for informing the Academy when their child has a medical condition and for providing accurate and up-to-date information about their child's needs, medication and treatment. Parents/carers should inform the Academy promptly of any changes.

Relevant information about a pupil's medical needs will be shared with staff who need it to keep the pupil safe and enable them to participate fully in school life. This may include

teachers, teaching assistants, lunchtime staff, PE and sports staff, wraparound or club staff, supply staff and staff leading educational visits.

Staff will be informed of pupils with medical conditions through appropriate school systems, including Individual Healthcare Plans (IHPs) and information recorded on the Academy's management information system, where appropriate.

Information will be shared proportionately and on a need-to-know basis, with due regard to pupils' privacy, confidentiality and data protection requirements.

Where appropriate, pupils will be involved in discussions about their medical needs and the support provided to them, taking account of their age, maturity and understanding.

The Academy's Supporting Pupils with Medical Conditions Policy will be available to parents/carers and staff and published on the Academy website.

5. Emergency Procedures

The Academy will ensure that appropriate arrangements are in place to respond promptly and effectively to medical emergencies.

All staff will be made aware of the Academy's emergency procedures and know how to summon first aid assistance and contact the emergency services. Relevant staff will also be made aware of pupils in their care who have medical conditions that may require emergency treatment and the action they should take.

Where a pupil has an Individual Healthcare Plan (IHP), this will clearly set out what constitutes an emergency for that pupil and the action that staff should take. Where appropriate, it will include:

- the signs and symptoms staff should be aware of;
- known triggers and preventative measures;
- the emergency medication or treatment required;
- where emergency medication or equipment is kept and how it can be accessed;
- when emergency services should be contacted; and
- any other individual arrangements required to keep the pupil safe.

Emergency medication must be readily accessible when required. Appropriate arrangements will be made to ensure that pupils have access to their emergency medication during lessons, break and lunchtimes, PE and physical activity, clubs, wraparound provision, educational visits and residential visits.

Where a pupil is able to carry and administer their own emergency medication safely, this will be supported where appropriate and recorded within their IHP or other agreed medical arrangements.

Calling the emergency services

Staff should call 999 without delay where they believe a pupil requires emergency medical assistance. Staff do not need to wait for a parent/carer to arrive before contacting the emergency services.

Parents/carers will be contacted as soon as practicable following a medical emergency.

If a pupil needs to be taken to hospital by ambulance, a member of staff will accompany the pupil where this is practicable and appropriate and will remain with them until a parent/carer arrives. The Academy will provide relevant medical information, including the pupil's IHP where applicable, to healthcare professionals.

The welfare and immediate medical needs of the pupil will always take priority in an emergency.

6. Administration of Medication

The Academy recognises that some pupils will need medication during the school day in order to manage a medical condition and participate fully in education.

Medication will normally only be administered at school where it would be detrimental to a pupil's health or school attendance not to do so.

Parental consent

Medication will only be administered to a pupil with the written consent of their parent/carer, except in an emergency where different arrangements are permitted or required.

Parents/carers must provide clear information about:

- the name of the medication;
- the dose required;
- the time and frequency of administration;
- the method of administration;
- any relevant storage requirements; and
- any other instructions or known side effects of which the Academy should be aware.

Medication must be provided in its original container, as dispensed by a pharmacist or supplied by the manufacturer, and must be clearly labelled with the pupil's name and appropriate instructions for administration.

Parents/carers must inform the Academy promptly of any change to a pupil's medication, dosage or treatment.

Prescribed medication

The Academy will administer prescribed medication during the school day where this is necessary to support a pupil's health and attendance and appropriate arrangements have been agreed.

Where clinically appropriate, parents/carers are encouraged to discuss with the prescriber whether medication can be prescribed in a way that minimises the need for administration during the school day.

The Academy will not alter prescribed doses or administration instructions without appropriate written information from the parent/carer and, where necessary, the prescribing healthcare professional.

Non-prescription medication

Non-prescription medication will only be administered where there is a clear need for it to be given during the school day and appropriate parental consent and instructions have been provided.

The Academy will never administer aspirin or medication containing aspirin to a pupil under 16 unless it has been prescribed by a doctor.

Administration by staff

Medication will be administered by an appropriately identified member of staff. Where specific medical or technical knowledge is required, the member of staff must have received appropriate training before undertaking the procedure.

No member of staff will be required to undertake a medical procedure for which they have not received appropriate information or training.

A record will be made whenever medication is administered by school staff, including the date, time, medication and dose given and the member of staff responsible.

Self-management and self-administration

Pupils will be encouraged to take increasing responsibility for managing their own medication where this is appropriate for their age, maturity, medical condition and individual circumstances.

Where it has been agreed that a pupil can carry, access or administer their own medication, this will be clearly recorded in their Individual Healthcare Plan (IHP) or other agreed medical arrangements.

Pupils who are able to manage their own medication should be able to access it promptly when required.

Refusal to take medication

If a pupil refuses to take medication, staff will not force them to do so.

The refusal will be recorded and the pupil's parent/carer will be informed as soon as practicable. Where refusal could result in an immediate or significant risk to the pupil's health, staff will follow the pupil's IHP and seek appropriate medical advice or emergency assistance.

Medication errors or misuse

Any error in the administration of medication, including an incorrect dose, missed dose or medication being given to the wrong pupil, will be reported immediately to the Headteacher or designated member of staff. Appropriate medical advice will be sought and the pupil's parent/carer will be informed.

Where a pupil misuses their own or another person's medication, staff will take immediate action to safeguard those involved, seek medical advice where necessary and inform parents/carers.

Any significant medication error or incident will be recorded and reviewed so that appropriate action can be taken and lessons learned.

Educational visits and activities

A pupil will not normally be prevented from participating in an educational visit, residential, PE, club or other school activity because they require medication.

Appropriate arrangements for medication will be included in the planning and risk assessment for the activity. Staff responsible for the pupil will have access to relevant information about their medical needs, their IHP where applicable, and any medication or equipment required.

Where specialist administration is required, the Academy will ensure that an appropriately trained member of staff is available.

7. Storage, Access and Disposal of Medication

The Academy will ensure that medication is stored safely while remaining readily accessible to pupils when it is required.

Medication will be stored in accordance with the manufacturer's instructions and any requirements identified in the pupil's Individual Healthcare Plan (IHP).

Emergency medication

Emergency medication must be readily accessible when required and must not be stored in a way that could cause an unnecessary delay in treatment.

This includes medication such as:

- reliever inhalers;
- adrenaline auto-injectors (AAIs);
- medication required to treat hypoglycaemia; and
- prescribed rescue medication.

The location and arrangements for accessing emergency medication will reflect the needs of the individual pupil. Relevant staff will know where the medication is kept and how it can be accessed.

Appropriate arrangements will be made to ensure that emergency medication accompanies pupils, or is immediately accessible to them, during PE and physical activity, break and lunchtimes, clubs, wraparound provision, educational visits and residential visits.

Specific arrangements for pupils with allergies and anaphylaxis will be set out in the Academy's Allergy Safety Policy.

Other medication

Medication that does not need to be immediately accessible will normally be stored securely in the medical room or another appropriate designated location.

Medication will be accessible only to appropriate members of staff and, where agreed, the pupil for whom it has been prescribed or provided.

Pupils will be informed, in an age-appropriate way, where their medication is stored and how they can access it when required.

Controlled drugs

Controlled drugs will be stored securely in accordance with relevant requirements, with access restricted to authorised members of staff.

A pupil who has been prescribed a controlled drug may have access to it for self-administration where this has been agreed as appropriate. Otherwise, controlled drugs will be administered by an appropriate member of staff.

The Academy will maintain an appropriate record of controlled drugs administered to pupils.

Refrigerated medication

Medication requiring refrigeration will be stored in accordance with the manufacturer's instructions.

It will be clearly labelled and stored securely in a refrigerator that is inaccessible to unsupervised pupils.

Labelling and storage

Medication brought into the Academy must normally:

- be in its original container, as dispensed by a pharmacist or supplied by the manufacturer;
- be clearly labelled with the pupil's name;
- include clear instructions for administration, including the dose and frequency where applicable;

- be within its expiry date; and
- be stored in accordance with the manufacturer's instructions.

The Academy will take reasonable steps to ensure that medication is not accessible to pupils for whom it is not intended.

Checking medication

The Attendance and Medical Officer will oversee the routine checking of medication held by the Academy.

Checks will take place at least termly and will include, as appropriate:

- expiry dates;
- labelling;
- quantities;
- storage arrangements;
- the condition of medication and medical devices; and
- whether the Academy holds the medication identified within a pupil's IHP or other medical arrangements.

Parents/carers remain responsible for ensuring that the Academy is provided with sufficient, in-date medication and for replacing medication when requested.

Disposal and return of medication

The Academy will not dispose of medication in general waste or through the wastewater system.

Parents/carers will normally be asked to collect medication that:

- has expired;
- is no longer required;
- has been replaced following a change in treatment; or
- remains at the end of the academic year where it is no longer required by the Academy.

Medication will normally be returned directly to a parent/carer rather than sent home with a pupil.

Where medication is not collected, the Academy will arrange for its safe disposal through an appropriate route, such as a pharmacy.

Sharps

Needles and other sharps will be disposed of immediately into an approved sharps container.

Sharps containers will be stored securely and disposed of through an appropriate clinical waste route.

Where a pupil requires sharps during an educational or residential visit, appropriate arrangements for their safe storage and disposal will be included within the planning and risk assessment for the visit.

8. Individual Healthcare Plans (IHPs) and Record Keeping

The Academy will maintain accurate and up-to-date information about pupils with medical conditions and will use Individual Healthcare Plans (IHPs) where these are necessary to ensure that a pupil is appropriately supported at school.

An IHP is different from an Education, Health and Care Plan (EHCP). A pupil may have an IHP, an EHCP, both, or neither, depending upon their individual needs.

Identifying pupils with medical conditions

Parents/carers are asked to provide information about their child's medical conditions when their child joins the Academy and to inform the Academy promptly of any new diagnosis or significant change in their child's health.

Information may also be received from healthcare professionals, previous education settings or other agencies involved with the pupil.

Relevant medical information will be recorded appropriately on the Academy's management information system.

When an IHP is required

Not every pupil with a medical condition will require an IHP.

An IHP will be considered where a pupil's medical condition is long-term, complex, fluctuating, potentially life-threatening, or requires specific arrangements, treatment or intervention during the school day.

The decision to develop an IHP will be based on the individual needs of the pupil rather than solely on their diagnosis.

An IHP is likely to be appropriate where, for example:

- emergency action may be required;
- medication or treatment needs to be administered regularly or in particular circumstances;
- the pupil requires specialist equipment or medical procedures;
- the pupil's condition has particular triggers, signs or symptoms that staff need to recognise;
- adjustments are required to enable the pupil to participate safely and fully in school life; or
- coordinated arrangements between the Academy, parents/carers and healthcare professionals are necessary.

Where there is uncertainty about whether an IHP is required, the Academy will seek advice from an appropriate healthcare professional.

Developing an IHP

The Academy will work collaboratively with the pupil, their parents/carers and relevant healthcare professionals to develop an IHP.

The Attendance and Medical Officer will normally coordinate this process, with support from other relevant members of staff.

Where appropriate, an IHP will include:

- the pupil's medical condition and relevant medical history;
- signs, symptoms and known triggers;
- the pupil's resulting needs, including medication, treatment, equipment, dietary requirements or environmental considerations;
- the level of support required and what the pupil is able to manage independently;
- arrangements for the administration and storage of medication;
- arrangements for PE, physical activity, educational visits, residentials, clubs and wraparound provision where relevant;
- reasonable adjustments or additional support required to enable the pupil to access education;
- what constitutes an emergency for the pupil and the action staff should take;
- arrangements for contacting parents/carers and emergency services;
- any training required by staff;
- who needs to be aware of the plan and the information that should be shared with them; and
- any other arrangements necessary to support the pupil safely and effectively.

The pupil will be involved in developing their IHP wherever this is appropriate for their age, maturity and understanding.

Reviewing an IHP

IHPs will be reviewed at least annually and sooner where:

- the pupil's medical needs change;
- medication, treatment or emergency arrangements change;
- there has been a significant medical incident;
- information is received from a healthcare professional that requires the plan to be amended;
- the pupil or their parent/carer requests a review; or
- the Academy considers that the existing arrangements are no longer sufficient.

Parents/carers are responsible for informing the Academy promptly of changes to their child's condition, medication or treatment.

The Academy will ensure that relevant staff are informed of significant changes to an IHP.

Access to IHPs and confidentiality

IHPs will be stored securely while remaining readily accessible to staff who need the information to support the pupil safely.

Relevant staff will be informed of pupils with medical conditions within their care and will have access to the information they reasonably require to fulfil their responsibilities.

This may include class teachers, teaching assistants, lunchtime staff, PE and sports staff, staff providing clubs or wraparound care, supply staff and staff leading educational or residential visits.

Medical information will be shared on a need-to-know basis and handled in accordance with the Academy's data protection and confidentiality arrangements.

Where appropriate, relevant information from an IHP will be provided to healthcare professionals or emergency services when a pupil requires emergency treatment.

Record keeping

The Academy will maintain appropriate records relating to the support provided to pupils with medical conditions.

These may include:

- parental consent for the administration of medication;
- records of medication administered by staff;
- current IHPs;
- relevant correspondence or information from healthcare professionals;
- records of staff training relating to individual medical needs;
- records of significant medical incidents, medication errors or near misses; and
- records of reviews or changes to a pupil's medical arrangements.

Records will be retained and managed in accordance with the Academy's data protection and records management arrangements.

Transition and changes of provision

Medical needs will be considered as part of transition arrangements when a pupil joins the Academy, moves between phases or classes, or transfers to another education setting.

Where appropriate and lawful, relevant information will be shared in advance to allow suitable arrangements, staff training and risk assessments to be put in place.

The Academy will aim to ensure that necessary arrangements are established as quickly as possible so that a pupil's medical condition does not create an unnecessary barrier to attendance, participation or learning.

9. Staff Training and Competency

The Academy will ensure that staff have sufficient knowledge, information and training to support pupils with medical conditions safely and effectively.

General staff awareness

All staff will receive appropriate information about the Academy's arrangements for supporting pupils with medical conditions as part of their induction and through subsequent updates where required.

Staff will know:

- how to access first aid and medical assistance;
- how to respond in a medical emergency;
- how to access relevant information about pupils with medical conditions in their care;
- where emergency medication is located and how it can be accessed;
- the importance of following a pupil's Individual Healthcare Plan (IHP), where one is in place; and
- how to report medical incidents, concerns or changes in a pupil's health.

Relevant staff will also receive appropriate awareness training in relation to common or potentially serious medical conditions affecting pupils at the Academy, including asthma, allergies and anaphylaxis.

Training for individual pupils' needs

Where a pupil requires specific medical support or a medical procedure, the Academy will identify which members of staff require additional training.

Training will be provided by an appropriately qualified healthcare professional or other suitably competent person where the procedure or pupil's needs require this.

Training will be specific to the individual pupil and their medical needs where appropriate.

Staff will not undertake a medical procedure requiring specialist knowledge or skills until appropriate training has been provided and they have been assessed as competent where this is required.

The Academy will not rely solely on information provided by parents/carers as a substitute for appropriate professional training where specialist training is required.

Maintaining competency

The Academy will maintain a record of relevant medical training undertaken by staff.

The Attendance and Medical Officer will oversee these records and identify when refresher or additional training is required.

Training will be reviewed where:

- a pupil's medical needs or treatment change;
- a new pupil with specific medical needs joins the Academy;
- a member of staff takes on responsibility for supporting a pupil with specific medical needs;
- guidance or recommended practice changes;
- an incident or near miss identifies a need for further training; or
- refresher training is required to maintain staff competency.

Supply, temporary and additional staff

The Academy will ensure that supply, temporary and other staff are provided with the information they need to support pupils safely.

Where a member of temporary or supply staff will have direct responsibility for a pupil with specific medical needs, the Academy will consider whether additional information, supervision or alternative arrangements are required.

Educational visits, clubs and wraparound provision

When planning educational visits, residentials, clubs, PE, sporting activities or wraparound provision, the Academy will ensure that appropriately informed and, where necessary, trained staff are available to meet the medical needs of participating pupils.

A pupil will not be unnecessarily excluded from an activity because an appropriately trained member of staff is not routinely available. The Academy will consider what reasonable arrangements can be made to enable the pupil to participate safely.

10. Inclusion, Participation and Reasonable Adjustments

King's Cross Academy is committed to ensuring that pupils with medical conditions are able to participate as fully as possible in all aspects of school life.

Pupils will not be unnecessarily excluded from education, physical activity, educational visits, residentials, clubs, wraparound provision or other opportunities because of a medical condition.

Where a pupil's medical condition constitutes a disability under the Equality Act 2010, the Academy will make reasonable adjustments to ensure that the pupil is not placed at a substantial disadvantage.

Adjustments and support will be determined according to the individual needs of the pupil and, where appropriate, recorded within their Individual Healthcare Plan (IHP).

Access to education

The Academy recognises that medical conditions can affect a pupil's attendance, concentration, energy levels, emotional wellbeing and ability to engage with learning.

Staff will take appropriate account of a pupil's medical needs when planning and delivering the curriculum.

Reasonable adjustments may include, where appropriate:

- additional rest or movement breaks;
- access to food, drink or toilet facilities;
- adjustments to the physical environment or seating arrangements;
- adaptations to activities or equipment;
- additional time or support to complete learning;
- flexibility around routines where required for treatment or medication;
- support following periods of medical absence; and
- adjustments to participation in particular activities following appropriate medical advice.

Where a pupil's medical condition is having a significant or sustained impact on their learning, attendance or participation, the Academy will consider whether additional support or assessment is required, including whether the pupil may also have special educational needs or a disability.

Attendance

The Academy recognises that some pupils with medical conditions may experience unavoidable absence related to their condition, treatment or medical appointments.

Absence will be considered in the context of the pupil's individual medical needs. The Academy will work with the pupil, their parents/carers and relevant professionals to minimise unnecessary absence and support regular attendance wherever possible.

Pupils will not be penalised for absence that is directly related to their medical condition where this has been appropriately evidenced or agreed.

Where a pupil is likely to experience a prolonged or recurring period of absence because of their medical needs, the Academy will consider what additional arrangements are required to maintain their access to education and will work with the local authority and relevant professionals where appropriate.

Physical education and physical activity

Pupils with medical conditions will be encouraged and supported to participate in PE, sport, play and other physical activities wherever it is safe for them to do so.

Staff responsible for physical activity will be made aware of relevant medical needs, known triggers, required adjustments and emergency arrangements.

Pupils will have appropriate access to medication, medical equipment, food or drink required to enable them to participate safely.

A pupil will only be restricted from an activity where this is necessary because of their individual medical needs, supported by appropriate information or advice where required. Where possible, an adapted or alternative means of participation will be provided.

Educational visits, residentials and wider school activities

Medical conditions will be considered as part of the planning and risk assessment for educational visits, residentials, clubs and other activities.

The Academy will consider what reasonable arrangements are necessary to enable a pupil with a medical condition to participate safely rather than excluding them because of their condition.

Planning will consider, where relevant:

- medication and medical equipment;
- access to emergency medication;
- staff training and competency;
- emergency arrangements;
- food and dietary requirements;
- accessibility;
- travel arrangements;
- overnight medication or treatment;
- access to appropriate medical assistance; and
- any individual risks or adjustments identified within the pupil's IHP.

Social and emotional inclusion

The Academy recognises that living with a medical condition can affect a pupil's social and emotional wellbeing.

Staff will be alert to pupils experiencing anxiety, isolation, bullying or other difficulties associated with their medical condition and will provide or arrange appropriate support.

Pupils with medical conditions will be treated with dignity and respect, and the Academy will promote an inclusive culture in which medical conditions and disabilities do not become a barrier to belonging or participation.

11. Allergies, Asthma and Other Specific Medical Conditions

The Academy recognises that some medical conditions require specific arrangements because symptoms can develop rapidly and may become life-threatening.

Relevant staff will be made aware of pupils in their care with these conditions, the signs and symptoms that may require action, known triggers, preventative measures and the appropriate response in an emergency.

Where appropriate, these arrangements will be recorded within the pupil's Individual Healthcare Plan (IHP).

Allergies and anaphylaxis

The Academy will take appropriate steps to reduce the risk of pupils being exposed to known allergens while recognising that it is not possible to provide a completely allergen-free environment.

Pupils with allergies will be supported through appropriate individual arrangements, which may include an IHP and an allergy action plan provided by an appropriate healthcare professional.

The Academy will ensure that:

- relevant staff are aware of pupils with known allergies and understand the action required in an emergency;
- staff receive appropriate allergy and anaphylaxis awareness training;
- pupils at risk of anaphylaxis have rapid access to their prescribed adrenaline auto-injectors (AAIs);
- prescribed AAIs accompany pupils, or are immediately accessible to them, during PE, play, clubs, wraparound provision, educational visits and residentials;
- food, catering and other activities are appropriately risk assessed where allergies are relevant;
- appropriate information is shared with catering staff and other adults responsible for providing food to pupils; and
- allergy incidents and near misses are appropriately recorded, reviewed and used to improve practice.

The Academy will maintain spare adrenaline auto-injectors for emergency use in accordance with current legislation and guidance. These will only be used in circumstances permitted by that legislation and guidance.

Detailed arrangements for preventing and responding to allergic reactions are set out in the Academy's Allergy Safety Policy.

Asthma

Pupils with asthma will be supported to manage their condition safely while participating fully in school life.

Pupils must have prompt access to their prescribed reliever inhaler when required. Individual inhalers will be clearly labelled and stored or carried in accordance with the pupil's needs and agreed arrangements.

Reliever inhalers must be readily accessible during PE, physical activity, playtimes, clubs, wraparound provision, educational visits and residential visits.

The Academy will maintain emergency salbutamol inhalers for use in accordance with current legislation and guidance. An emergency inhaler will only be administered to a pupil where its use is permitted and the required parental consent and arrangements are in place.

Relevant staff will receive appropriate information about recognising and responding to an asthma attack.

Where a pupil's asthma is severe, difficult to control or requires additional arrangements within school, an IHP will be considered.

Epilepsy, diabetes and other medical conditions

Where a pupil has epilepsy, diabetes or another medical condition requiring specific management at school, arrangements will be developed according to the pupil's individual needs and advice from relevant healthcare professionals.

These arrangements may include:

- an IHP;
- specific emergency procedures;
- medication or rescue medication;
- access to food, drink or medical equipment;
- monitoring or treatment during the school day;
- adjustments to activities or routines;
- staff training; and
- additional arrangements for educational visits, residentials or other activities.

The Academy will not assume that pupils with the same diagnosis require the same support. Arrangements will reflect each pupil's individual needs and level of independence.

12. Unacceptable Practice

King’s Cross Academy is committed to ensuring that pupils with medical conditions are treated fairly, supported appropriately and enabled to participate fully in school life.

Although decisions will always take account of an individual pupil's circumstances and the advice of relevant healthcare professionals, it is not generally acceptable practice to:

- prevent pupils from easily accessing their inhalers, adrenaline auto-injectors or other medication and administering their medication when and where necessary;
- assume that every pupil with the same medical condition requires the same treatment or support;
- ignore the views of the pupil or their parents/carers, or disregard medical advice or evidence provided by an appropriate healthcare professional;
- send pupils with medical conditions home frequently, or prevent them from remaining at school or participating in normal school activities, unless this is necessary because of their individual medical needs;
- send a pupil who becomes unwell to the medical room or another part of the school unaccompanied where this could place them at risk;
- prevent pupils from drinking, eating, taking toilet or other breaks whenever these are required to manage their medical condition effectively;
- require parents/carers, or otherwise make them feel obliged, to attend the Academy to administer medication or provide medical support routinely during the school day;

- require parents/carers to accompany their child on an educational visit, residential or other school activity solely because their child has a medical condition;
- prevent pupils from participating in educational visits, residentials, PE, clubs, wraparound provision or other school activities solely because of their medical condition where reasonable arrangements can enable them to participate safely;
- create unnecessary barriers to attendance or participation because a pupil requires medication, treatment or reasonable adjustments;
- penalise pupils for their attendance record where absences are directly related to their medical condition, including where this affects rewards or other opportunities, without appropriate consideration of the individual circumstances; or
- prevent a pupil from accessing medication or support because a usual member of trained staff is absent without first considering what safe alternative arrangements can reasonably be made.

Where there is disagreement about the support required for a pupil with a medical condition, the Academy will work with the pupil, their parents/carers and relevant healthcare professionals to seek an appropriate resolution, with the safety, wellbeing and educational participation of the pupil at the centre of decision-making.

13. Roles and Responsibilities

Supporting pupils with medical conditions is a shared responsibility. The Academy will ensure that roles are clear and that appropriate arrangements are in place to meet individual pupils' needs.

Governing Body

The Governing Body is responsible for ensuring that:

- appropriate arrangements are in place to support pupils with medical conditions;
- this policy is implemented effectively and reviewed regularly;
- sufficient staff are appropriately trained and available to support pupils with medical conditions, including contingency arrangements for staff absence;
- pupils with medical conditions are able to access education and wider school life as fully as possible; and
- appropriate oversight is maintained of the Academy's arrangements for medical conditions and allergy safety.

Headteacher

The Headteacher has overall responsibility for the implementation of this policy and will ensure that:

- staff understand their responsibilities in supporting pupils with medical conditions;
- appropriate systems are in place for identifying and supporting pupils with medical needs;

- sufficient appropriately trained staff are available to meet pupils' needs;
- staff are appropriately informed about pupils with medical conditions in their care;
- Individual Healthcare Plans (IHPs) are developed and implemented where required;
- appropriate arrangements are made for educational visits, residentials, clubs, wraparound provision and other school activities; and
- appropriate action is taken where concerns arise about the effectiveness of the Academy's arrangements.

The Headteacher may delegate the day-to-day coordination of these arrangements while retaining overall accountability.

Attendance and Medical Officer

The Attendance and Medical Officer has day-to-day responsibility for coordinating the Academy's arrangements for pupils with medical conditions.

This includes:

- maintaining appropriate records of pupils with medical conditions;
- coordinating the development and review of IHPs, working with pupils, parents/carers, staff and healthcare professionals;
- ensuring relevant medical information is accurately recorded on the Academy's management information system;
- overseeing the safe storage, checking and return or disposal of medication;
- maintaining records relating to the administration of medication;
- monitoring medication expiry dates and requesting replacement medication from parents/carers where necessary;
- maintaining records of relevant staff medical training and identifying when updates or refresher training are required;
- ensuring relevant information is communicated to staff on a need-to-know basis;
- supporting appropriate arrangements for educational visits, residentials and other activities; and
- escalating concerns or significant medical incidents to the Headteacher or other appropriate senior leader.

All staff

All staff are responsible for:

- familiarising themselves with this policy and relevant Academy procedures;
- being aware of the medical needs of pupils in their care where this information is necessary for their role;
- following a pupil's IHP or agreed medical arrangements;
- knowing how to summon first aid or emergency assistance;
- responding appropriately where a pupil becomes unwell;
- ensuring that pupils can access medication, food, drink, toilet facilities or other agreed support when required;
- taking account of medical needs when planning and supervising activities;
- maintaining pupils' dignity and confidentiality; and

- reporting medical incidents, concerns or changes in a pupil's needs through the appropriate Academy procedures.

Staff must not undertake specialist medical procedures unless they have received the information and training necessary to do so.

Teaching and other staff responsible for activities

Teachers, PE and sports staff, club leaders, wraparound staff and staff leading educational or residential visits must consider the medical needs of pupils within their care when planning activities.

They must ensure that relevant medication, equipment, information and emergency arrangements are available and that reasonable adjustments are made where required.

First aiders

First aiders are responsible for providing appropriate first aid within the scope of their training and for seeking additional or emergency medical assistance where required.

The role of a first aider does not replace the specific arrangements contained within a pupil's IHP.

Pupils

Pupils will be encouraged, according to their age, maturity and understanding, to:

- contribute to discussions about their medical needs and support;
- tell an adult if they feel unwell or require assistance;
- manage their medication and medical needs with increasing independence where appropriate;
- use medication and medical equipment responsibly; and
- tell an adult if they are concerned about another pupil's health or wellbeing.

Parents and carers

Parents/carers are responsible for:

- providing the Academy with accurate and up-to-date information about their child's medical needs;
- informing the Academy promptly of changes to their child's condition, medication or treatment;
- providing sufficient, in-date medication and equipment in accordance with agreed arrangements;
- completing relevant consent and medical information documentation;
- participating in the development and review of their child's IHP where required;
- ensuring that emergency contact information is kept up to date; and
- working collaboratively with the Academy and relevant healthcare professionals to support their child's health, attendance and participation in education.

Healthcare professionals

Healthcare professionals may support the Academy by providing relevant medical information, advice and training and by contributing to the development or review of an IHP where appropriate.

Clinical decisions and advice about a pupil's treatment remain the responsibility of appropriately qualified healthcare professionals.