



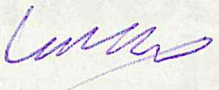
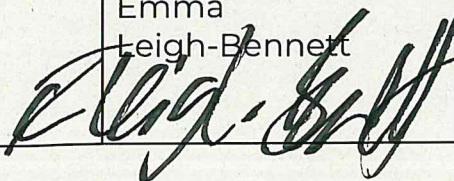
Supporting students and Young People with Medical Conditions and Allergy Policy Statement

Person responsible for policy: Chief Executive

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RIVER LEARNING TRUST HEALTH & SAFETY			
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Introduction and Policy Statement

The River Learning Trust (RLT) and its schools are committed to ensuring that all pupils with medical conditions, including severe allergies, are safe, supported, and able to access a full education. This policy has been updated to reflect the 2026 government statutory guidance ("Benedict's Law"). This policy should be read in conjunction with the "Supporting students with Medical Conditions and Medicines GUIDANCE".

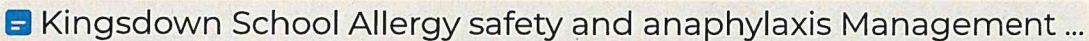
Section 100 of the Students and Families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. This policy incorporates a dual policy approach with a specific, heightened focus on allergy safety.

Key points

- Pupils with medical conditions will be supported to have full access to education, including school trips and physical education.

- Governing bodies must ensure that schools have appropriate arrangements in place to support pupils at school with medical conditions.
- Governing bodies must ensure that school leaders consult with health and social care professionals, pupils, and parents to ensure the needs of pupils with medical conditions are thoroughly understood and effectively supported.

Allergy Safety and Anaphylaxis

- **Dual Policy:** Each school must maintain a dedicated Allergy Safety and Anaphylaxis Policy.

- **Spare AAls:** Schools stock "spare" Adrenaline Auto-Injectors for emergency use.
- **Near Misses:** Any "near miss" (e.g., accidental allergen exposure) must be recorded and trigger an immediate IHP and policy review.

Definition of Pupils' Medical Needs

- **Short term:** Conditions such as infections requiring medication or temporary physical impairments following surgery.
- **Long term/Chronic:** Persistent conditions such as asthma, diabetes, epilepsy, or severe allergies (anaphylaxis) that require ongoing management, medication, or monitoring to prevent health crises.

Roles and Responsibilities

The Governing Body

The governing body is legally responsible and accountable for fulfilling its statutory duty to support pupils with medical conditions, as outlined in the DfE guidance. While functions may be delegated to governors, Headteachers, committees, or other staff, the governing body retains ultimate responsibility.

The local governing bodies must:

- Ensure pupils with medical conditions are supported to participate fully in all aspects of school life.
- Ensure staff supporting pupils with medical conditions have access to necessary information and teaching resources.
- Ensure school leaders consult with health and social care professionals, pupils, and parents/carers to effectively understand and support the needs of students with medical conditions.

- Acknowledge that many medical conditions requiring support can affect quality of life and may be life-threatening, and that some conditions are more apparent than others.
- Ensure that support focuses on the individual needs of each student and the impact of their medical condition on their school life.
- Ensure arrangements foster confidence among parents/carers and pupils in the school's ability to provide effective support for medical conditions.
- A named Senior Leader and a named Governor must have direct oversight of this policy.

The Headteacher must:

- Ensure the effective implementation of this policy with relevant partners, including staff awareness of the policy and their roles in its implementation including providing training.
- Ensure that all staff who need to know are aware of a student's condition.
- Ensure that a sufficient number of trained staff are available to implement the policy and deliver all Individual Healthcare Plans (IHPs), including contingency and emergency situations, which may involve recruiting staff. These must be monitored and reviewed at least annually or more frequently if needs change.
- Have overall responsibility for the development of IHPs.
- Ensure school staff are appropriately insured and aware of their insurance coverage for supporting pupils with medical conditions.
- Contact the school nursing service for any student with a medical condition requiring support at school who has not yet been brought to the attention of the school nurse.

School Staff

- **Support:** Any member of staff may be asked to provide support, including the administration of medicines.
- **Emergency Response:** All staff must know what to do and respond accordingly when a pupil with a medical condition needs help.

Parents and Carers must:

- Notify the school as soon as possible if their student has a medical condition, which can be done on the Registration Form.

- For complex needs, arrange a meeting with school staff to ensure any necessary training can be organised before the student starts school.
- Provide the school with sufficient and up-to-date information about their student's medical needs.
- Be key partners in the development and review of their student's Individual Healthcare Plan (IHP), and may be involved in its drafting.
- Carry out any agreed actions in the IHP, such as providing medicines and equipment, and ensuring they or a nominated adult are contactable at all times.

Pupil Responsibilities and Self-Management

Pupils with medical conditions are often best placed to provide information about how their condition affects them. They will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan (IHP). Other pupils are expected to be sensitive to the needs of their peers with medical conditions.

Following discussions with parents/carers, competent students will be encouraged to take responsibility for managing their own medicines and procedures, which will be documented in their IHPs.

Whenever possible, students with asthma, diabetes or those who have an epi pen, will be allowed to carry their own medicines and devices or have quick and easy access for self-medication. Students self-administering medication or managing procedures may require appropriate supervision. If self-management is not appropriate, designated staff will assist with administering medicines and managing procedures.

If a student refuses medication or a necessary procedure, staff will not force compliance but will follow the agreed procedure in the IHP. Parents/carers will be informed to discuss alternative options.

School Nurses

Every school has access to school nursing services. If aware of a medical condition, the school nurse can notify the school if a student has a medical condition requiring support, ideally before the student starts at the school.

School nurses typically do not have an extensive role in ensuring schools take appropriate steps to support pupils with medical conditions. However, they may support staff in implementing a student's Individual Healthcare Plan (IHP) and provide advice and liaison, such as on training.

School nurses can liaise with local lead clinicians on appropriate support and associated staff training needs. For example, local specialist nursing teams may offer training to school staff. Community nursing teams are also a valuable resource for schools seeking advice and support for pupils with medical conditions.

Other Healthcare Professionals

Other healthcare professionals, including GPs and pediatricians, should notify the school nurse when a student is identified as having a medical condition requiring support at school. They may advise on developing Individual Healthcare Plans (IHPs). Specialist local health teams may provide in-school support for students with specific conditions (e.g., asthma, diabetes, epilepsy).

Local Authorities

Local authorities commission school nurses for maintained schools and academies. Under Section 10 of the Education Act 2004, they must promote cooperation among relevant partners—such as governing bodies, academy proprietors, and NHS organisations—to improve the wellbeing of students regarding their physical and mental health, education, training, and recreation.

Local authorities, working with statutory partners, must establish joint commissioning arrangements for education, health, and care provision for students and young people with SEN or disabilities. Local authorities should provide support, advice, and guidance, including suitable training for school staff, to ensure effective delivery of support outlined in IHPs. They should also work with schools to support pupils with medical conditions in attending full-time.

When pupils cannot receive a suitable education in a mainstream school due to their health needs, local authorities must make alternative arrangements. Statutory guidance specifies that they should be prepared to make such arrangements when a student will be absent from school for 15 days or more due to health needs (see [Population health needs assessment: a guide for 0 to 19 health visiting and school nursing services](#)

[Updated 19 May 2021](#)) (whether consecutive or cumulative across the school year).

Ofsted

Ofsted's common inspection framework, effective from 1 September 2015, requires inspectors to evaluate how well a school meets the needs of all pupils, including those with medical conditions. Key judgments will be informed by the progress and achievement of these pupils, alongside

those with special educational needs and disabilities, and their spiritual, moral, social, and cultural development.

Sharing Key Information

Each school within the River Learning Trust will follow and adapt these procedures:

- Care plans are centrally held on the staff shared drive and staff are asked to read and sign to say when they have done so.
- Students with medical conditions that may require emergency attention, such as epilepsy or diabetes, will have their names and Individual Healthcare Plans (IHPs) readily accessible on teacher's seating plans, and all staff working with the student will be made aware of this information.
- All other medical conditions will be noted from students's records, and this information will be provided to class teachers annually.

All information sharing and display will be conducted in compliance with GDPR.

Procedure Following Notification of Pupil's Medical Condition

Upon notification of a medical condition (transition, new diagnosis, or mid year arrival):

1. **Meeting:** School meets with parents/carers and healthcare professionals.
2. **Immediate Support:** Basic safety measures must be in place within two weeks of notification. For mid year admissions, the school will conduct a risk assessment on day 1 to allow for safe attendance whilst the full IHP is being finalised.
3. **IHP Development:** A formal IHP is drafted detailing triggers, symptoms, and emergency procedures.
4. **Staff Briefing:** All relevant staff (including supply teachers) are briefed.
5. **Cover arrangements:** The IHP must name at least 2 trained staff members (a primary and a secondary lead) to ensure there is always a trained staff member on site during the school day and for any after school activities/clubs.

Individual Healthcare Plans (IHPs)

IHPs are required for any pupil whose condition requires supportive arrangements. **Enhanced Requirements:**

- Impact on emotional wellbeing and "catch-up" plans for absences.
- Specific inclusion arrangements for school trips and extracurricular activities.
- Names of trained staff and explicit "cover arrangements" for staff absence.

Individual Healthcare Plans (IHPs) facilitate effective support for pupils with medical conditions by clarifying required actions, timelines, and responsibilities.

IHPs are often essential for fluctuating conditions or high-risk emergency situations, and are generally beneficial for long-term or complex medical needs. However, not all students will require one.

The school, healthcare professionals, and parents/carers should collaboratively determine, based on evidence, when an IHP is unnecessary or disproportionate. In cases of disagreement, the Headteacher will make the final decision. River Learning Trust schools will adhere to the model flowchart process for developing IHPs, as detailed in the DfE document "Supporting Pupils at School with Medical Conditions" and in the Trust guidance notes supporting this policy

IHPs (and their review) may be initiated by school staff or healthcare professionals, in consultation with parents/carers. Plans should be created collaboratively by the school, parents/carers, and relevant healthcare professionals (e.g., school nurse, specialist, or paediatrician), with pupil involvement as appropriate.

IHPs will be reviewed at least annually, or more frequently if the student's needs change. They will be developed with the student's best interests in mind, ensuring that the school assesses and manages risks to the student's education, health, and social well-being, and minimises disruption.

IHPs will include strategies to support the pupil's mental health and reduce the social isolation that can occur due to dietary restrictions or physical limitations

Staff Training and Support

All staff will complete mandatory allergy awareness training.

Whole school awareness training will ensure all staff are aware of the school's policy and their role in its implementation, including induction arrangements for new staff. The relevant healthcare professional can advise on training to ensure a comprehensive understanding of pupils' medical conditions, including preventative and emergency measures.

Suitable training needs will be identified during the development or review of Individual Healthcare Plans (IHPs). Staff who support pupils with medical conditions will be included in relevant discussions.

Training will be sufficient to ensure staff competence and confidence in supporting pupils with medical conditions and fulfilling IHP requirements. This includes understanding the specific medical conditions, their implications, and preventative measures.

A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions. All staff providing such support must receive suitable training.

Each school will display a list of trained first aiders and make available a list of staff trained to administer medicines, including those with specialist training (e.g., EpiPen administration).

Managing and Administering Medicines on School Premises

Each school within the River Learning Trust will develop its own medicine management procedures, based on Trust guidance and the following principles:

- Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so.
- Inhalers and AAls must never be locked away, they must be readily accessible.
- students under 16 will not be given prescription or non-prescription medicines without parent/carer written consent, except in exceptional circumstances where the medicine is prescribed without

parent/carer knowledge. In such cases, the school will make every effort to encourage the student to involve their parents/carers, while respecting their confidentiality. Schools will define the circumstances under which non-prescription medicines may be administered.

- students under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Medication, including pain relief, will only be administered after checking maximum dosages and the time of the previous dose. Parents/carers will be informed. Secondary schools may administer a single dose of paracetamol, limited to one dose per school day.
- Where clinically possible, medicines should be prescribed with dose frequencies that allow them to be taken outside school hours.
- Schools will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage, and storage. The exception is in-date insulin, which may be in an insulin pen or pump.
- All medicines will be stored safely at a maximum of 25°C. Students will know where their medicines are and have immediate access to them. Where relevant, they will know who holds the key to the storage facility. Medicines and devices like asthma inhalers, blood glucose testing meters, and adrenaline pens will be readily available to students and not locked away, including during off-site activities.
- When no longer required, medicines will be returned to parents for safe disposal. Sharps boxes will be used for needle and sharps disposal.
- Competent students prescribed controlled drugs may legally possess them, but passing them to another student is an offense. Monitoring arrangements may be necessary. Schools will securely store prescribed controlled drugs in a non-portable container, with access limited to named staff. Controlled drugs will be easily accessible in emergencies. A record will be kept of doses used and the amount of controlled drug held.
- School staff may administer prescribed controlled drugs to the student for whom they are prescribed, following the prescriber's instructions. Schools will record all medicines administered to individual students, including the medication, administration method, dosage, time, and administering staff member. Any known side effects of the medication will be noted.

Each school will have a procedure for administering medicines (see separate Guidance Notes issued by the Trust), including:

- Parents and carers will ensure schools have and maintain up-to-date medical details for their students, which schools will check at least annually.

- A statement regarding the administration of painkillers, including self-administration for older pupils and administration to younger pupils.
- A clear statement outlining when the school will administer medicine, how it judges individual cases, and procedures for pupils completing a course of antibiotics.
- Procedures for pupils with asthma, hay fever, and other common conditions.

Record Keeping

Governing bodies will ensure written records are kept of all medicines administered to students. The school will ensure that the medical alert of allergy flag on the schools management information system (MIS) is updated within 24 hours of notification. This ensures that any teacher taking a register sees the alert immediately

Allergy Safety and Anaphylaxis

- **Dual Policy:** Each school must maintain a dedicated Allergy Safety Policy.
- **Spare AAls:** Schools stock "spare" Adrenaline Auto-Injectors for emergency use.
- **Near Misses:** Any "near miss" (e.g., accidental allergen exposure) must be recorded and trigger an immediate IHP and policy review.

Unacceptable Practice

While staff will use discretion and consider each case on its merits, with reference to the student's Individual Healthcare Plan (IHP), the following are generally unacceptable practices:

- Preventing students from easily accessing and administering their inhalers and medication when and where necessary.
- Assuming all students with the same condition require the same treatment.
- Ignoring the views of the student or their parents/carers, or ignoring medical evidence or opinion (although this may be challenged).
- Frequently sending students with medical conditions home or preventing them from participating in normal school activities, including lunch, unless specified in their IHPs.

- Sending ill students to the school office or medical room unaccompanied or with an unsuitable person.
- Penalising students for attendance records when absences are related to their medical condition, such as hospital appointments.
- Preventing pupils from drinking, eating, or taking necessary breaks to manage their medical condition effectively.
- Requiring or obligating parents/carers to attend school to administer medication or provide medical support, including with toileting issues. No parent/carer should have to stop working due to the school's failure to support their student's medical needs.
- Preventing or creating unnecessary barriers to students's participation in any aspect of school life, including school trips (e.g., by requiring parent/carer accompaniment).

Emergency Procedures

Individual schools will establish emergency procedures, including:

- For students with Individual Healthcare Plans (IHPs), clearly defining what constitutes an emergency and outlining necessary actions. All relevant staff will be aware of emergency symptoms and procedures. Other pupils will know general emergency procedures, such as immediately informing a teacher.
- Arrangements for dealing with emergencies during all school activities, including on and off-site trips (within and outside the UK), as part of general risk management.
- Procedures for taking a student to hospital, including staff staying with the student until a parent/carer arrives or accompanying the student in an ambulance. Schools will understand local emergency service coverage and provide correct information for navigation systems. A protocol will detail:
 - How and by whom the decision to call an ambulance is made.
 - What information to provide when calling emergency services (using the DfE template).
 - Procedures for accompanying or taking a student to hospital if an ambulance is not required, such as students being accompanied by two staff members (staff cars will not be used).
 - Parents or carers will always be contacted in a medical emergency but do not need to be present for a student to be taken to hospital.

Day Trips, Residential Visits, and Sporting Activities

Refer to Guidance Notes issued by the Trust.

Liability and Indemnity

The River Learning Trust maintains appropriate insurance coverage through Zurich Insurance.

Complaints

Parents/carers or pupils dissatisfied with the support provided should first discuss their concerns directly with the school. If the issue remains unresolved, they may submit a formal complaint through the school's complaints procedure.

Formal complaints to the Department for Education (DfE) should only occur if the matter falls within the scope of section 496/497 of the Education Act 1996 and all other resolution attempts have been exhausted. For academies, it will be relevant to consider breaches of the Funding Agreement or other legal obligations. Ultimately, parents/carers and pupils may seek independent legal advice and initiate formal proceedings if they believe they have legitimate grounds.

Templates

Relevant templates are included in the Guidance Notes issued by the Trust

Further Sources of Information

Refer to the separate Guidance Notes issued by the Trust.

