



SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

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Version	Changes	Approval
1	Initial Version	IEB – July 26
2	Changes to section 6 administering medication	Stephen Cooke – October 2026

1. Purpose

The Maple School is committed to supporting pupils with medical needs to ensure they have full access to education, safeguarding support and school activities.

The Maple School will make every effort to ensure that pupils with medical conditions are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The Maple School is not commissioned as a specialist medical provision; however, the school will make reasonable adjustments and provide support for pupils with medical needs in accordance with statutory guidance and individual healthcare plans.

As an SEMH setting, the school recognises that physical health and medical conditions may have a significant impact on a pupil's emotional wellbeing, behaviour, attendance and ability to access learning. Support will therefore be coordinated alongside safeguarding, SEND and pastoral provision where appropriate.

2. Legal Framework

This policy has regard to the Children and Families Act 2014, Equality Act 2010, Supporting Pupils at School with Medical Conditions guidance, Health and Safety at Work etc. Act 1974 and KCSIE.

3. Aims

To support pupils with medical needs safely and effectively; minimise disruption to education; ensure medication is managed appropriately; provide staff with clear guidance.

4. Responsibilities

The Head of School will ensure appropriate arrangements are in place. The School Operations Manager will maintain records, and the Assistant Head of School (SENDCO) will coordinate healthcare plans. Staff will follow plans and report concerns. Parents are responsible for providing accurate medical information.

5. Individual Healthcare Plans

Where necessary, individual healthcare plans will be developed with parents and healthcare professionals. Not all pupils will require a plan.

These plans will include:

- Medical condition.
- Symptoms.
- Medication required.
- Emergency procedures.
- Staff responsibilities.
- Educational adjustments.
- Contact details.

Healthcare plans will be reviewed at least termly and always following any incident. Healthcare plans are co-produced with the parent, student and Assistant Head of School (SENDSCO) and a signed copy is retained by the Assistant Head of School (SENDSCO).

6. Administration of Prescribed Medication

Medication will only be administered where written parental consent has been obtained and where the school is satisfied that it is safe and appropriate to do so. Prescribed medication must be provided in its original packaging bearing the pharmacy label and dosage instructions.

Medication stored and administered in school includes:

- Asthma inhalers.
- ADHD medication.
- Adrenaline auto-injectors (EpiPens/Jexts/Emerades).
- Any other prescribed medication required by pupils.

Records will be maintained. These records will be kept in the main school office and record every administration of medication. All administration of medication will be signed by two staff members. Records are retained in line with GDPR and the school's record retention schedule.

Administration of Non prescribed Medication

The school may administer non-prescribed medication where written parental consent has been obtained in advance. The medication must be supplied by the parent/carer in its original manufacturer's packaging, clearly identifying the medication and dosage instructions. Parents/carers must provide written confirmation of the dosage to be administered. The school reserves the right to refuse to administer non-prescribed medication where it is considered unsafe or inappropriate to do so. Records of administration will be maintained in the same way as prescribed medication.

Emergency Salbutamol Inhalers

The school may hold an emergency salbutamol inhaler in accordance with current legislation and Department for Education guidance. This may be used by pupils diagnosed with asthma who have parental consent and whose prescribed inhaler is unavailable or ineffective.

Emergency Adrenaline Auto-Injectors

The school will maintain spare autoinjectors for emergency use in accordance with Department of Health and Social Care and Department for Education guidance.

7. Storage of Medication

Medication will be stored securely and in line with manufacturer instructions. Emergency medication will remain readily accessible.

Where appropriate and supported by a risk assessment and healthcare plan, pupils may be permitted to carry and self-administer medication such as inhalers or adrenaline auto-injectors.

8. Staff Training Requirements

Relevant staff will receive appropriate training to support pupils with medical needs. Training may include medication administration, asthma awareness, allergy and anaphylaxis awareness, epilepsy awareness, use of adrenaline auto-injectors, emergency procedures, and record keeping. Refresher training will be provided as required and whenever a pupil's medical need indicates that additional training is necessary. Records of training will be maintained by the school.

9. Emergency Procedures

First aid and emergency procedures will follow the school's First Aid Policy. Parents will be informed as soon as practicable and emergency services are contacted where necessary.

Where a pupil requires emergency medical treatment, a member of staff will accompany the pupil to hospital and remain with them until a parent/carer arrives.

10. Attendance and Participation

Pupils with medical needs will be supported to attend school, participate in the curriculum, and access educational visits.

Where children have healthcare needs that mean they cannot attend school, the school will take all reasonable steps to support them in accessing education through a remote learning offer.

Where a pupil has been absent due to a medical condition, the school will work with families and professionals to support a gradual and successful return to school where appropriate.

Reasonable adjustments will be made to enable pupils with medical conditions to participate in educational visits, off-site activities and enrichment opportunities wherever it is safe to do so.

11. Unacceptable Practice

The school will not:

- Prevent pupils from accessing prescribed medication.
- Assume every pupil with the same condition requires identical support.
- Exclude pupils from activities unnecessarily.
- Send pupils home routinely because of a medical condition unless this is medically necessary.
- Require parents to attend school to administer routine medication unless agreed arrangements are in place.

12. Safeguarding

Medical concerns may indicate wider safeguarding concerns and must be reported in accordance with the Safeguarding Policy.

13. Monitoring and Review

This policy will be reviewed annually or sooner following changes in legislation, guidance or significant incidents.

14. Concerns and Complaints

Concerns relating to support for pupils with medical conditions should initially be raised with the Assistant Head of School (SENDSCO) or School Operations Manager. Where concerns remain unresolved, complaints should be raised in accordance with the school's Complaints Policy.