



HumberEducationTrust

# Cambridge Park Academy Supporting Students with Medical Conditions

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<b>Approved by;</b>	<b>Full Governing Body</b>
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<b>Next Review Date;</b>	<b>January 2027</b>

This policy applies to the whole Academy, including the Cromwell Road Campus, which provides educational provision for students who are also vulnerable young adults aged 16 and 19. This policy reflects the nature of the separate provisions and work cohesively together.

This Policy is publicly available on the Academy's website and on request a copy may be obtained from the School Office.

All staff and volunteers have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

## **AIMS**

- Cambridge Park Academy is an inclusive community that aims to support and welcome students with medical conditions.
- Cambridge Park Academy aims to provide all students with all medical conditions the same opportunities as others at school.

## **POLICY STATEMENTS**

- Cambridge Park Academy recognises Section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting students at their school with medical conditions.
  - Cambridge Park Academy's 'Supporting Students with Medical Conditions' Policy has been drawn up in consultation with a wide range of key stakeholders both within the school and health settings.
  - All staff understand that many of the medical condition affecting our students will affect quality of life and may be life threatening, particularly if poorly managed or misunderstood.
  - This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
  - All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
  - All staff understand and are trained in the school's general emergency procedures.
  - Cambridge Park Academy has clear guidance on the administration and storage of medication.
  - Cambridge Park Academy has clear guidance about record keeping.
  - All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on students.
  - Cambridge Park Academy ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as educational, social and sporting activities.
  - All staff show an understanding of how medical conditions impact on a student's ability to learn and seek to enhance their confidence and promote self-care.
  - Cambridge Park Academy understands the importance of all students taking part in sports, games and activities. Teachers and coaches will make appropriate adjustments to make physical activity accessible to all.
  - The school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.
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**Monitoring and Review:** This policy is subject to continuous monitoring, refinement and audit by the Principal and Designated Safeguarding Lead (DSL). The Governing Body will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged.

Signed:

Date: January 2026

S. Kernan  
PRINCIPAL

Fiona Headridge  
CHAIR OF GOVERNORS

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## Roles and Responsibilities

Role	Summary of responsibilities
Governing Body Chair of Governors: Mr Reece Leggett	Ensure arrangements are made to support students with medical conditions in school; including making sure that this policy is fully implemented.
Principal and Senior Leadership Team	<ul style="list-style-type: none"> <li>• Ensure that school's policy is developed and implemented with all stakeholders.</li> <li>• Ensure that all staff are aware of the policy and understand their role in its implementation.</li> <li>• Ensure that all appropriate staff are aware of a student's condition.</li> <li>• Ensure that appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans, including in emergency situations.</li> <li>• Ensure that school staff are appropriately insured to support students.</li> <li>• Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.</li> <li>• Support and provide training to new or inexperienced colleagues as required.</li> <li>• Be a point of contact in an emergency</li> <li>• Ensure staff at all levels are appropriately trained for the role that they are required to do.</li> <li>• Complete a regular audit of provision, to ensure compliance with legislation around administering medications.</li> </ul>
Teaching Staff and Safeguarding team	<ul style="list-style-type: none"> <li>• Ensure medicines are kept securely with clear access.</li> <li>• Accurately record medical emergencies.</li> <li>• Accurately record any medicines administered.</li> <li>• Support clinics held by external health professionals in the school setting.</li> <li>• Ensure that the first aid supplies are appropriately stocked, including first aid boxes around the academy.</li> <li>• Audit school records regularly to ensure that all members of staff who support the administration of medication is accurately recording all appropriate information.</li> </ul>
Staff with appropriate training	<p>When supporting a student, a member of staff is responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that the class team are aware of the student's needs, especially if this a cover or supply teacher;</li> <li>• ensuring that the student has any specialist equipment that is required;</li> <li>• having a knowledge of the learning outcomes for the lesson and how they may impact upon the student;</li> <li>• administering medication, if appropriate during lesson time and making an accurate record as per the school procedure.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensuring that students with impaired mobility because of a medical condition are safely escorted out of the building in an emergency.</li> </ul>
All teachers and teaching assistants	<p>Every staff member and volunteer is responsible for: implementing the Supporting Students with Medical Conditions policy;</p> <ul style="list-style-type: none"> <li>Be prepared to be asked to support students with medical conditions, including administering medicines.</li> <li>Engage with training to achieve the necessary level of competency before taking responsibility to support students with medical conditions.</li> <li>Know what to do and respond accordingly when aware that a student with a medical condition needs help.</li> <li>Differentiating to meet student's needs, evidenced on staff planning;</li> <li>Completing any feedback or review of need, on an individual student by the due date.</li> </ul>
Parents and carers	<ul style="list-style-type: none"> <li>Notify school on enrolment and provide sufficient and up to date information about their child's medical needs.</li> <li>Engage in the development and review of their child's Individual Healthcare Plan.</li> <li>Carry out actions agreed in Individual Healthcare Plan, such as provide medicines and ensure they, or another nominated adult, are contactable at all times.</li> <li>Provide medication in original packaging with prescription label clearly evident.</li> <li>Keep the Academy notified of any changes to their child's medical needs (including medication)</li> </ul>
Students	<ul style="list-style-type: none"> <li>Be as fully involved as possible in decisions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.</li> <li>Endeavour to develop independence in managing their own medical needs where appropriate.</li> </ul>

## **PROCEDURES AND PROCESSES**

### Staff training and support

- All Staff are aware of the most common medical conditions and what to do in an emergency. They are provided with training to support a student with medical needs:
  - During induction to the school
  - Through access to Individual Healthcare Plans
  - Via refresher updates from healthcare professionals
- In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- If a student needs to be taken to hospital, a member of staff will always accompany him/her and will stay with him/her until a parent or carer arrives. A copy of the student's Individual Healthcare Plan will be sent to the emergency care setting with the student.

- Training on common medical conditions occurs once a year. A record of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

The student's role in managing his/her own medical needs

- Wherever competent to, the school actively seeks that students take responsibility for managing their own medicines and procedures.
  - Where this is not possible, a trained member of staff will help administer medicines and manage procedures, and aid the student to develop greater independence.
  - Whilst on school visits / trips, the protocol in the Individual Healthcare Plan will be adhered to.
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## **Managing Medicines on School Premises**

### Administration of emergency medication

- All class teams have easy access to pupil's emergency medication within their classrooms.
  - All students are encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
  - All use of medication defined as a controlled drug, even if the student can administer the medication him/herself, is done under the supervision of staff.
  - There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so, though many are happy to take on the role. Staff may administer prescribed and non-prescribed medication to students under the age of 16 with the written consent of the student's parent.
  - Training is given to all staff members who agree to administer medication to students, where specific training is needed. When suitably risk assessed, the school insurance provides full indemnity.
  - All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation.
  - If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school, preferably in writing, immediately.
  - If a student at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
  - Off-site visits are fully risk assessed and staff are made aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
  - If a student misuses medication, either their own or another student's, their parents are informed as soon as possible.
  - The administration of all medications is recorded on Cpoms.
  - Cambridge Park Academy is protected under the DfE Risk Protection Arrangement.
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## **Storage of medication at school**

### Emergency Medication

- Emergency medication is held by the class team in a secure locked cupboard dependent upon the condition, and procedure outlined in the individual healthcare plan.

### Non-Emergency Medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

### General

- All controlled drugs are kept in a locked cupboard, paying particular note to temperature, and only named staff have access, even if students normally administer the medication themselves.
- Class teams working alongside the safeguarding team are responsible for checking expiry dates of all medication held within school.
- An up-to-date list of members of staff who have agreed to administer medication and have received the relevant training is kept in school.
- All emergency and non-emergency medication brought in to school must be clearly labelled wherever possible, in its original containers, with the student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions. This includes all medication that students carry themselves.
- All refrigerated medication is stored in an airtight container and is clearly labelled.
- All medication is sent home with students at the end of the school year, unless by prior arrangement with parents/guardians.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded.

### Safe Disposal

- In collaboration with parent's/carers school are able to dispose of out of date medication.
  - Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
  - If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the student's parent.
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## **Record Keeping**

### Enrolment

- Parents are asked if their child has any health conditions/issues on the admission process.

### Individual Healthcare Plans

- Individual health care plans are provided by the relevant medical health professional and shared internally with the relevant staff.
- All individual health care plans are uploaded and available to staff on Cpoms.

### **Educational Visits / Education Off-Site**

- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight stay. This requests up-to-date information about the student's current medical condition and how it is to be managed whilst away.
- Staff on educational visits and out-of-school hours' activities are fully briefed on students' individual medical needs. They will have access to the Individual Healthcare Plan and any necessary medication / medical equipment for the duration of the visit.
- For all residential visits, a member of staff is appointed as the designated first aid and the appropriate first aid equipment will be taken on the trip.
- Risk assessments are carried out before students undertake a work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable and accessible for a student with medical needs. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

### **The arrangements for considering complaints about supporting students with medical conditions and the provision within the academy:**

Complaints are received by the academy office and then passed onto the appropriate member of staff.

Complaints about provision would be passed to the Principal.

Please refer to the academy's Complaints' Policy.

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## **Glossary of terms:**

### Controlled Drug

Some prescription medicines are controlled under the Misuse of Drugs legislation. These medicines are called controlled medicines or controlled drugs; for example, morphine. Stricter legal controls apply to controlled drugs to prevent them being misused, obtained illegally or causing harm.

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## **Appendix 1**

### **Procedure for Administering Medications to a student**

The following procedure will help ensure the correct administration of medicines:

1. Be prepared
  2. Check identity of the young person
  3. Check the medication record
  4. Check the medication has not already been given
  5. Find the medicine
  6. Check the label (and check the five rights)
  7. Measure the dose
  8. Take the medicine to the young person
  9. Tell them their medicine is ready for them
  10. Ensure they are in an upright position
  11. Administer the medicine according to the dosage form
  12. Offer a drink
  13. Witness the young person taking the medication
  14. Record IMMEDIATELY what has been given or declined
  15. Proceed to the next medicine
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