Medical Conditions and Administering Medicine Policy 2026

At Link Academy Trust, our vision is clear:

Flourishing schools for all at the heart of our communities.

Inspired by, **"Life in all its fullness" (John 10:10)**, we strive to create environments where every individual can thrive.

Our mission is underpinned by three core values that guide everything we do:

• **Belonging** – Every interaction matters; we nurture relationships and ensure everyone feels valued and included.

• **Curiosity** – We embrace ambition, creativity, and innovation to inspire lifelong Learning.

• **Collaboration** – We foster an open culture of accountability and shared success, working together for the benefit of all.

These principles shape our approach to equality and diversity, ensuring that every policy, decision, and action reflects our commitment to inclusion and excellence

Medical Conditions and Administering Medicine Policy 2026

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the DfE (Department of Education). All Members of the Board of Trustees are Directors of the company as well as Trustees of the exempt charity; the term 'Trustee' used in this Policy also means Director. This Policy applies to all pupils in academies within the Link Academy Trust.

All academies within the Link Academy Trust are committed to providing a full and effective educational experience for all pupils. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Under section 100 of the Children and Families Act 2014, the Board of Trustees must decide to support pupils with medical conditions and must have regard to statutory guidance. The Board retails overall legal responsibility and accountability, although functions may be delegated to Executive/Academy Heads and other staff.

This policy should be read alongside each Academy's Allergy Safety Policy, required by section 100 of the Children and Families Act 2014 as amended by section 34 of the Children's Wellbeing and Schools Act 2026, and the Department of Education's Allergy safety in schools' statutory guidance (July 2026).

The staff of The Link Academy Trust wish to ensure that pupils with medical needs receive proper care and support. Pupils with physical or mental health conditions and allergies will be properly supported so that they can play a full and active role in school life, remain healthy, achieve their academic potential and have full access to education, including trips, extracurricular activities and Physical Education. Reasonable adjustments will be made where required under the Equity Act 2010.

The Trust will ensure that it is insurance and indemnity arrangements provide an appropriate level of cover for staff supporting pupils with medical conditions when acting within the scope of this policy, their training and agreed procedures.

The Executive/Academy Heads will be responsible for ensuring the following:

- Procedures to be followed when notification is received that a pupil will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when a pupil's needs change and arrangements for staff training or support)
- Procedures to be followed when a pupil moves to the academy mid-term or when a pupil has a new diagnosis
- The above procedures will be monitored and reviewed by the Executive/Academy Heads

Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed in partnership between the individual academy, parents, the pupil where appropriate, and a relevant healthcare professional. An IHCP will normally be required where a pupil's condition is long-term or complex, fluctuates, or creates an elevated risk that emergency intervention will be needed. Not every pupil with a medical condition will require an IHCP. The IHCP will include:

a) The pupil's medical condition, its triggers, symptoms, medication needs, and the level of support needed in an emergency. Also, it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues
b) Specific support for the pupil's education, social and emotional needs, such as how absences will be managed and requirements for extra time to complete tests
c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
d) Cover arrangements and who in the academy needs to be aware of the pupil's condition and the support required including supply staff
e) Arrangements for written permission from parents for medication
f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
g) The designated individuals to be entrusted with the information and how it will be shared in line with data protection law.
h) The designated individuals to be entrusted with the above information. Any sharing of information must be GDPR compliant (e.g. first name only if displayed in the staffroom)
i) Procedures in the event of the pupil refusing to take medicine or carry out a necessary procedure.

The academy, parents and relevant healthcare professionals should agree whether an IHCP is proportionate. If agreement cannot be reached, the Executive/Academy Head will take the final view based on the available evidence and the pupil's best interest. Any pupil with a possible life-threatening condition who have medication in school such as a nut allergy or heart condition will have an IHCP. IHCPs will be reviewed annually and earlier if the pupil's needs change. A record of pupils with medical needs will be maintained and made available to school staff, whilst ensuring GDPR compliance.

PUPILS WITH ASTHMA

Pupils with asthma who have an inhaler for use in school must have an Asthma Action Plan or asthma card completed, and the use of the inhaler must be recorded on the medication record form. Inhalers and spacers, specific to individual pupils who suffer from asthma and other lung conditions, will be held in each academy, providing parental consent is given. It is the parent's responsibility to ensure that inhalers are provided in date and are to a current prescription for the time they are kept in school. It is also the parent's responsibility to regularly clean spacers and check that inhalers work.

Trust Academies may hold emergency salbutamol inhalers and spacers in accordance with current government guidance. Where an academy does so, it will maintain an emergency inhaler protocol covering purchase, storage, care, cleaning, replacement, and disposal. The emergency inhaler may be used only where pupil's prescribed inhaler is not available (e.g. broken or empty), and consent arrangements are met.

The Executive/Academy Heads will be responsible for ensuring the following:

- Instructing all staff on the signs of an asthma attack and when emergency action is necessary.
- Instructing all staff on the existence of this policy
- Instructing all staff on which pupils suffer from asthma and have inhalers
- Instructing all staff on where the pupil inhalers (and emergency inhaler if kept) are located. These must be easily accessible to all staff.

- Knowing how to administer inhalers through a spacer.
- Making appropriate records of attacks and reporting concerns to parents

The Executive/Academy Heads will be responsible for the safe storage, care, and disposal of asthma medication and for ensuring inhalers remain immediately accessible. Current guidance and training resources are available through gov.uk and Asthma + Lung UK.

The level of supervision for pupils using their own inhalers and spacers will be based on the pupil's age, competence, and individual arrangements.

The School Administrators will be responsible for ensuring that there has been written consent from parents for the administration of their child's inhaler and spacer and the emergency inhaler if required.

The Executive/Academy Heads and School Administrators will be responsible for ensuring parents are informed when their child's inhaler needs replacing.

ALLERGY SAFETY and ANAPHYLAXIS

Each academy must have, publish, and keep under review a dedicated Allergy Safety Policy. A named senior leader will be responsible for its implementation, and it will be reviewed at least annually. The policy will address identification, individual plans, allergen risk reduction, food provision, information-sharing, prescribed and school-held emergency medication, visits, inclusion and wellbeing, and the recording and learning from serious incidents and near misses.
All staff present when pupils are on site, including temporary, supply, catering and relevant wraparound staff, should receive allergy-awareness and emergency-response training at least annually. First-aid training alone is not sufficient. Staff must be able to recognise anaphylaxis, locate and administer emergency medicine and call emergency services.
Anaphylaxis is a medical emergency. Adrenaline must be administered without delay in accordance with training and the pupil's action plan or school protocol, and 999 must be called. Pupils' prescribed adrenaline auto-injectors (AAIs), and any school-held spare devices, must be readily accessible. School-held spare devices are additional to, not a replacement for, prescribed devices.

THE ADMINISTRATION OF MEDICINE

The Executive/Academy Heads will ensure that suitable arrangements are in place for trained and competent staff to give, or supervise a pupil taking, prescribed/non-prescribed medication during the day. Staff must ensure the appropriate records of administering medicine are completed.

Prescribed medication will be accepted and administered in the establishment. It is left to the discretion of Academy Heads to accept non-prescription medication in certain circumstances if it is discussed with the parent/carer and is recorded on the appropriate form.

Prior written parental consent is required before any medication can be administered.

Only reasonable quantities of medication will be accepted (no more than one week's supply) apart from emergency medication such as auto-injectors (e.g. epi-pens) and inhalers.

Each item of medication should be delivered in its original dispensed container and handed directly to the School Administrators authorised by the Executive/Academy Heads.

Parents/carers are responsible for ensuring medication including epi-pens and inhalers are in date.

Each item of medication should be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date (if available)

The academies will not accept items of medication which are unlabelled or not in their original dispensed container.

Unless otherwise indicated, all medication to be administered in the academies will be kept in the School Office in a suitable and secure area or the fridge in staff room if necessary.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, with the level of supervision and monitoring agreed with the pupil and parents and recorded in the IHCP. Parents/carers will be asked to confirm in writing if they wish their pupil to carry their emergency medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), the pupil will **not** be allowed to carry these.

It is the responsibility of parents/carers to notify the academy if there is a change in medication, a change in dosage requirements, or the discontinuation of a pupil's need for medication.

In each academy there must be sufficient appropriately trained and competent staff to respond to anaphylaxis and administer Auto-injectors, with cover for absence and off-site activities. Nominated staff will receive appropriate training/guidance such as paediatric first aid training and a list of all first aid trained staff will be made available. Staff administering auto-injectors (such as Epi-Pens) will follow the pupil's Allergy Action Plan and/or emergency guidance, including calling 999 and recording the device and time used.
All Academies also now have access to a Defibrillator and staff are aware of the location of this device and how it is used.

The academy will make appropriate arrangements and reasonable adjustments to enable pupils with medical conditions to participate safely in activities away from the premises.

EMERGENCY PROCEDURES
Staff will follow the pupil's IHCP or action plan, remain with the pupil and summon trained assistance and emergency medication. Help must come to the pupil; an unwell pupil must not be sent to the office or medical room without suitable supervision. Staff will call 999 without delay where required or where there is doubt, give clear location and treatment information, contact parents without delaying emergency care, and send someone to direct the ambulance. If a pupil is taken to hospital, a suitable member of staff will accompany or remain with the pupil until a parent arrives.

UNACCEPTABLE PRACTICE
It is not generally acceptable to prevent pupils accessing medication; assume all pupils with the same condition need the same support; ignore pupil, parent or clinical views without proper consideration; repeatedly send a pupil home or exclude them from normal activities because

of their condition; penalise medically related absence; prevent required access to food, drink, toilets or rest; require a parent to attend to provide routine support or accompany a trip; or create unnecessary barriers to participation.

INCIDENTS, NEAR MISSES, AND COMPLAINTS
Serious incidents and near misses involving a medical condition or allergy will be recorded, reported to parents and appropriate leaders, investigated and used to review plans, risk assessments, training, and policy. Statutory reporting will be completed where applicable. Concerns should be raised initially with the Academy Head and may then be pursued through the Trust's published complaints procedure.

Links with other policies

The Medical Conditions and Administering Medicine policy is linked to the

- Health and safety policy
- Risk assessment policy
- First aid policy
- Safeguarding Policy
- Allergy Safety Policy

This Policy is reviewed and approved by the Standards & Curriculum committee annually.

Approved by the Standards & Curriculum Committee: 10th October 2023
Approved by the Standards & Curriculum Committee: 15th October 2024
Approved by the Standards & Curriculum Committee: 14th October 2025
Approved by the Standards & Curriculum Committee: 13th October 2026
Next Review: Autumn 2027

Appendices

Appendix 1
Parental Agreement to administer medicines - see below

Appendix 2
Medical Review form – see below and copy is in the AH Teams/safeguarding/medical care resources

Appendix 3
Asthma action plan – this can be found at, Asthma at school and nursery | Asthma + Lung UK and a copy is in the AH Teams/safeguarding/medical care resources

Appendix 4
Recording the administration of medication form – see below

Appendix 1

Parental agreement for setting to administer medicine

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

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

Medicine

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

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s) Date

Appendix 2

Medical Condition Review Form

Dear Parents and Carers,

To ensure we have the most up-to-date information to keep your child safe and well in school, we are reviewing the information we hold on your child's medical condition.

Please complete the information below.

Child's Name:
Date of birth:

Asthma or other respiratory problems	Yes/No	Diabetes	Yes/No
Bowel/bladder condition	Yes/No	Any sustained injury or illness	Yes/No
Epilepsy	Yes/No	Skin condition (including eczema)	Yes/No
Bone/joint conditions	Yes/No	Other conditions	Yes/No
Allergies including risk of anaphylaxis	Yes/No		

Other condition details:

If you have answered 'yes to any of the above, please give further details:

Any current medication/treatment:

Name of parent completing this form:
Signature: Date:

Please return a completed copy of this form for each of your children where there is a condition, we need to be aware of. If needed, we will discuss with you further and some children will be set up with an Individual health care plan. All information is treated as confidential bit will be shared with the class teacher and other key staff on a 'need to know' basis.

APPENDIX 4

Record of medicine administered to all children

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Comments	Print staff name	Signature