



Hazelwood ARC Alternative Provision

Supporting Children with Medical Needs

Approved by: Sophie Scott

Date: __ 1.9.26 _____

1. Policy Statement

Hazelwood ARC is committed to ensuring that all pupils with medical needs are properly supported so that they can access education safely and fully. We work in partnership with pupils, parents/carers, and healthcare professionals to provide appropriate care and support.

2. Aims

- To safeguard the health and wellbeing of pupils with medical needs.
- To ensure staff are trained and competent to support pupils safely.
- To meet legal duties under the **Children and Families Act 2014**, **DfE guidance (2015)**, and the **Equality Act 2010**.

3. Parental Responsibility and Consent

- Parents/guardians must complete a **Medical Needs Form** providing details of the pupil's condition.
- Parents/guardians must give **written consent** for any medication to be administered by staff.
- Parents/guardians are responsible for supplying medication in its **original packaging**, clearly labelled, and **within expiry date**.

4. Administration of Medication

- Medication will only be administered where written parental consent has been given.
- Staff will check that medication is in date before administering.
- Records will be kept of all medication administered, including time, dose, and member of staff.
- Where appropriate, pupils may self-administer under supervision, with written parental permission.

5. Staff Training

- Only staff who have received appropriate training should administer medication or support pupils with complex medical needs.
- Training will be provided by healthcare professionals or qualified trainers and refreshed as required.
- Staff must not administer medication without the required training.

6. Risk Assessments

- Individual **Healthcare Plans** will be developed for pupils with significant or ongoing medical needs, in consultation with parents and healthcare professionals.
- Risk assessments will be completed for pupils with higher medical needs (e.g. epilepsy, diabetes, severe allergies) and for any school activities, trips, or off-site visits.

7. Controlled Drugs

- Controlled drugs will be stored securely in a locked, non-portable container.
- Only named staff may access and administer controlled drugs.
- A written record will be kept of receipt, administration, and disposal of controlled drugs, in line with statutory requirements.

8. Emergency Procedures

- In a medical emergency, staff will:
 - Remain with the pupil and call for immediate assistance.
 - Follow the pupil's individual healthcare plan (if applicable).
 - Contact emergency services (999) if required.
 - Contact the parent/carer as soon as possible.
- Staff will be trained in basic emergency procedures, such as administering an adrenaline auto-injector or CPR, where relevant to pupils' needs.

9. Record Keeping

- Records will be maintained for all medication administered.
- Healthcare Plans will be reviewed at least annually, or sooner if needs change.

10. Staff Roles and Responsibilities

- **Parents/Carers:** Provide accurate medical information, consent, and in-date medication.
- **Staff:** Administer medication safely, record actions, attend training.
- **Leadership Team:** Ensure systems, training, and risk assessments are in place.
- **Governing Body:** Oversee and monitor implementation of the policy.

11. Monitoring and Review

This policy will be reviewed annually, or sooner if legislation or practice requires.

12. Linked Policies

- Safeguarding and Child Protection Policy
- Health & Safety Policy
- Risk Assessment Policy
- Educational Visits Policy