



Downham Market Academy

Supporting Students with Medical Needs Policy

Reviewed by Jake Lawrence, Assistant Headteacher August 2026

Approved by Local Governing Body September 2026

1. Rationale

The Children and Families Act 2014 places a duty on Governing Bodies to make arrangements to support young people with medical conditions, both physical and mental. This is so they can ensure that “such children can access and enjoy the same opportunities at school as any other child”.

The school will therefore identify and provide for students who have medical conditions and needs and outline how these needs are supported on-site.

2. On-Site Medical Needs

Students with medical needs may need special treatment while on the school site during school hours.

2.1 Individual Healthcare Plans (IHCP)

The school will work with parents/carers and healthcare professionals to develop an Individual Healthcare Plan (IHCP) for a student when:

- the student may need urgent medical attention on the school site (e.g. nut allergy, asthma attacks, etc.);
- the student needs regular medication during school hours, on the school site;

The IHCP covers the school’s support for the student’s on-site medical needs, and is guided by medical professionals supporting the student. It should describe:

- what staff should do, under which circumstances, and who should be informed;
- where medication is stored, under whose supervision, and how the student can access it;
- any other case guidance about the student's on-site medical needs.

The degree of detail within the plan will depend on the complexity of the child’s condition and the degree of support needed. Different children with the same condition may require very different support. Appendix A has a template for an IHCP.

IHCPs will be reviewed annually or earlier if evidence is presented that the child’s needs have changed. Not all students will require an IHCP and advice will be sought from medical professionals as to whether an IHCP is required.

2.2 Managing Medication on School Premises

- In some cases, students will carry their own medicines and relevant devices so that they will be able to access their medicines for self-medication quickly and easily as prescribed by medical professionals. If it is not appropriate for a student to self-manage, then relevant staff will help to administer medicines and manage procedures for them.
- Duplicate medicines will be kept in the Academy medical room to ensure students have access if required.
- Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so.
- The school 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 to this is insulin, which must still be in date, but may be supplied inside an insulin pen or a pump, rather than in its original container. All students must have a completed medical consent form for any medication required. These are completed on a yearly basis.
- All medicines held by the school will be stored safely in a locked cupboard within the medical room.
- Controlled drugs that have been prescribed for a student will be securely stored in a non-portable container and only named staff will have access with arrangements for easy accessibility in an emergency.
- When no longer required and at the end of the academic year, parents/carers must collect medicines to arrange for safe disposal if needed.
- Sharps boxes must always be used for the disposal of needles and other sharps.

2.3 Emergency Procedures

In an emergency, staff should call 999 immediately, then call parents/carers.

Staff should stay with a student until a parent/carer arrives. This includes accompanying a student to hospital if necessary.

Students in school should be briefed about what to do in an emergency.

2.4 Day Trips, Residential Visits and Sporting Activities

Teachers should be aware of how a child's medical condition will impact on their participation and make any reasonable adjustment possible to enable students with medical needs to take part.

This will require consultation with parents/carers and students and advice from the relevant healthcare professional to ensure that students can participate safely.

3. Individual Alternative Education Plan

If a student is unable to attend school for an extended period due to their medical conditions (see Attendance Policy), the school will work with parents/carers to formulate a plan of support. This may include provision of school work to be completed at home, e-learning or completion of a Norfolk County Council (NCC) medical needs referral in accordance with guidance from NCC. This must be supported by the provision of medical evidence. “Medical evidence must come from a medical professional who has physically seen the young person. The LA recognises that there are waiting lists for some services, which means that on occasion, a GP letter is all that is available. However, schools should note (and make parents aware), that repeat referrals based on a GP letter alone may not be processed. It is expected that a young person who is too unwell to attend school for more than 12 weeks will have had contact with other health services.” (<https://www.schools.norfolk.gov.uk/pupil-needs/health-needs/medical-needs-service>)

If referral is accepted the Medical Needs team will be contacted and a planning meeting will be arranged where the structure of the provision for an initial 12 school weeks (or as long as the child will be absent if less than 12 weeks) will be arranged. This provision may consist of a blended package of:

- home learning support
- e-learning
- small hub working (where available and appropriate),
- continued links with the home school
- a clear plan for reintegration.

4. Roles and Responsibilities

4.1 Governors

- Governors will ensure that arrangements are in place to support students with medical conditions so that they can enjoy the same opportunities at school as any other student.
- Governors will ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life.
- Governors will ensure that policies, plans, procedures and systems are properly and effectively implemented.

4.2 Senior Leadership Team and SENDCo

The Senior Leadership Team and SENDCo will:

- ensure that SIMs and EduLink are up-to-date so that all relevant staff are made aware of a student's condition;
- liaise with Head of Year to ensure that Individual Healthcare Plans are set-up with parents/carers and reviewed regularly, where deemed necessary.

4.3 Pastoral team

When informed of a medical condition or need, a Head of Year/Assistant Head of Year should:

- liaise with students, parents/carers and medical professionals to set-up or review an existing IHCP. This should be within two weeks of entry to school.
- inform the data team for SIMs/EduLink, update student medical needs database, and inform the reception staff/first aid team and all of the student's teachers.
- Upload the plan on to SIMs/EduLink.

4.4 Reception/First Aid Staff

- Check regularly that parental signatures are in place and that medicines are in date and sufficiently stocked.
- Ensure that medication is kept locked away and named clearly for individual student's use.
- Understand the process and procedures to undertake in an emergency.

4.5 All Staff

- Take proper note of the needs of all students within classes;
- Respond to the needs of all students within school with medical needs and understand the process to go through if students require help around the school.

4.6 Parents/carers will be requested to:

- provide the school with sufficient and up-to-date information about their child's medical needs;
- engage with the school in the development and review of their child's IHCP where relevant; carrying out any action they have agreed to as part of its implementation, e.g. providing medicines and equipment and ensuring they or another nominated adult are contactable at all times.

5. Complaints

Parents/carers should refer complaints in the first instance to the SENDCo. If they are unhappy with the school's response then the normal complaints procedures apply and information on how to complain is held on the school website.

Appendix 1:

Individual Healthcare Plan (IHCP):

Student Name: Tutor Group:	Date: Date of review:	In attendance:
Medical condition or need		
Student's needs		
Specific support required for educational, or social / emotional needs		
Level of support, including in emergencies		
Who provides support		
Who should know		
Arrangements for medication		
School trips and residential		

Confidentiality issues	
Emergencies	