

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

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1. Statement of Intent

British Campus Algeria (BCA) is committed to ensuring that pupils with medical conditions receive the care, support and inclusion they need to participate fully and safely in all aspects of school life. A medical condition should never be a barrier to learning, to friendships or to enrichment.

This policy sets out BCA's approach to supporting pupils with short-term and long-term medical conditions, covering the administration of medication, the development of Individual Healthcare Plans (IHCPs), the management of medical emergencies, and the roles and responsibilities of all members of the school community.

BCA's approach is guided by the principles of the UK Department for Education's statutory guidance Supporting Pupils at School with Medical Conditions (DfE, December 2015), adapted for BCA's context as a British-curriculum international school in Algiers, and aligned with BSO inspection requirements. Where Algerian law or clinical practice differs from UK guidance, Algerian requirements will apply.

BCA is fortunate to have a resident School Doctor (Dr. Roumaissa Amichi) on site. This significantly strengthens our capacity to respond to medical needs, administer medication safely and develop robust individual healthcare plans. This policy reflects that context.

2. Scope

This policy applies to all pupils from Reception through Year 13. It covers:

- Long-term medical conditions (e.g. epilepsy, diabetes, severe asthma, anaphylaxis, cardiac conditions, sickle cell disease).
- Short-term medical conditions requiring temporary management at school (e.g. post-surgical recovery, infectious illness management, fractures).
- Mental health conditions with a medical dimension requiring clinical management (in coordination with the ALN and SEND Policy, BCA-ALN-01).
- Any condition requiring the administration of prescription or non-prescription medication during the school day.
- Pupils requiring medical intervention or emergency procedures during educational visits or off-site activities.

3. Key Definitions

For the purposes of this policy:

- "Medication" means any prescribed or over-the-counter medicine or medical device.
- "Prescription medication" means any drug or device prescribed by a registered physician.
- "Individual Healthcare Plan (IHCP)" means a written document setting out the medical needs of a specific pupil, the support to be provided at school, and the emergency procedures to be followed.
- "School Doctor" refers to Dr. Roumaissa Amichi, BCA's resident physician and Designated Whole-School Deputy Safeguarding Lead, who holds primary responsibility for medical provision at BCA.
- "Emergency services" in the Algerian context refers to SAMU (15), Police (17) or the nearest hospital emergency department. The international emergency number 112 also operates in Algeria.
- "Staff member" means any person employed by BCA in any capacity.

4. Roles and Responsibilities

The following table sets out the key responsibilities of each stakeholder group under this policy.

Role / Responsibility	Key Duties
Board of Directors (Safeguarding Governor: Steve Phillips)	• Overall responsibility for the implementation and effectiveness of this policy • Ensuring the policy does not discriminate on any grounds • Ensuring all pupils with medical conditions can participate fully in school life • Ensuring trained staff are available to support pupils with medical conditions in normal, contingency and emergency situations • Ensuring appropriate insurance arrangements are in place • Keeping written records of all medicines administered

	• Handling complaints relating to this policy in line with the BCA Complaints Procedure
Executive Director of Education (Darren Hugill)	• Overall operational responsibility for the implementation of this policy • Ensuring correct insurance arrangements are in place for staff supporting pupils under this policy • Authorising referrals to external medical professionals where necessary • Ensuring the policy is reviewed annually and submitted to the Board for approval
Head of Secondary (Asma Satchell)	• Day-to-day oversight of the policy in the secondary phase • Ensuring secondary staff are aware of the medical needs of pupils in their care • Coordinating Individual Healthcare Plans (IHCPs) for secondary pupils • Liaising with parents, the School Doctor and external healthcare professionals • Ensuring sufficient trained staff are available at all times during the secondary school day
Head of KS1 / Head of KS2 (Lisa Lucky / Nacer Deboub)	• Day-to-day oversight of medical needs support in the primary phase • Ensuring primary staff are aware of the medical needs of pupils in their care • Coordinating IHCPs for primary pupils in liaison with the School Doctor
School Doctor (Dr. Roumaissa Amichi)	• Primary medical point of contact for all health matters within BCA • Developing and reviewing Individual Healthcare Plans (IHCPs) in collaboration with parents and relevant staff • Providing advice to staff on supporting pupils with specific medical conditions • Administering or overseeing the administration of medication where required • Coordinating with external healthcare professionals, hospitals and clinics • Maintaining confidential medical records for all pupils • Providing first aid and managing medical emergencies • Training relevant staff on condition-specific procedures (e.g. use of adrenaline auto-injectors, management of epileptic episodes) • Keeping a record of all medicines administered
School Counsellor (Amel Bouamama)	• Supporting pupils whose medical conditions have a mental health or emotional wellbeing dimension • Liaising with parents and the School Doctor regarding pupils with mental health-related medical needs • Contributing to IHCPs where a pupil's medical condition intersects with their emotional or psychological needs
SENCO / EAL Coordinator (Nora Laiche)	• Ensuring that pupils with medical conditions who also have ALN/SEND have coordinated IHCPs linked to their support plans • Liaising with the School Doctor and external professionals regarding the medical dimension of SEND provision
Head of Pastoral & Parent Liaison (Auday Ali)	• First point of contact for parents of pupils with medical conditions who have day-to-day concerns • Ensuring pastoral staff are briefed on the medical needs of their pupils • Coordinating communication between parents and the School Doctor
All Teaching and Support Staff	• Familiarising themselves with the medical needs of pupils in their care • Making reasonable adjustments to lessons and activities to include pupils with medical conditions • Responding appropriately when a pupil with a medical condition needs help • Administering medication only if they have agreed to do so and have received appropriate training • Never preventing a pupil from accessing their medication or necessary procedures

	• Reporting any concerns about a pupil's medical condition promptly to the School Doctor
Parents and Guardians	• Disclosing relevant medical information at the point of admission and updating the school promptly when circumstances change • Providing written consent before any medication is administered at school • Supplying all required medications in original, correctly labelled containers • Keeping medication in date and collecting unused medication at the end of a course or academic year • Collaborating with BCA in the development and review of IHCPs • Being contactable and available to collect their child in the event of serious illness or injury

5. Individual Healthcare Plans (IHCPs)

Where a pupil's medical condition is likely to require support or intervention during the school day, an Individual Healthcare Plan (IHCP) will be developed. The IHCP is the central document for managing a pupil's medical needs at school.

Who requires an IHCP?

An IHCP is required for any pupil who:

- Has a long-term or significant medical condition that may need management during the school day.
- Requires medication to be administered at school.
- Is at risk of a medical emergency (e.g. anaphylaxis, diabetic episode, epileptic seizure, severe asthmatic attack).
- Returns to school following a period of hospital admission or treatment.
- Has dietary, environmental or physical requirements related to their medical condition.

IHCP Development

IHCPs are developed collaboratively by the School Doctor, the relevant Head of Phase (Head of KS1, Head of KS2 or Head of Secondary), the pupil's parents and, where appropriate, the pupil themselves. Where an external physician or specialist is involved in the pupil's care, their guidance will inform the IHCP.

The IHCP must include the following elements:

IHCP Element	Guidance
Student name, year group and date of birth	Identify the pupil clearly.
Nature of the medical condition	Plain-language description; relevant diagnosis or clinical label.
Daily impact on school life	How the condition affects attendance, learning, physical activity, diet or behaviour.

Medication required at school	Name, dose, frequency, route of administration, storage requirements.
Procedures for administering medication	Step-by-step instructions; who is authorised to administer.
What constitutes an emergency	Clear description of symptoms or triggers requiring emergency response.
Emergency action plan	Specific steps to take; who to call; when to call emergency services (112 in Algeria).
Staff trained and responsible	Named staff with date of training.
Dietary, physical or environmental requirements	Any restrictions or adaptations needed in school (diet, PE, field trips, temperature, allergens).
Parental consent and contact details	Signed consent; up-to-date emergency contact numbers (parent and named physician).
External healthcare professional details	Name, institution, contact number of the pupil's treating doctor or specialist.
Review date	At least annual, or sooner if the condition or treatment changes.

Storage and Access

- The IHCP is held electronically in the pupil's confidential medical record by the School Doctor, and in hard copy in the school's medical room.
- A summary alert is shared — on a need-to-know basis — with the pupil's class and subject teachers, form tutor and relevant support staff.
- IHCPs are treated as confidential documents. Medical information is not shared beyond those who have a legitimate professional need to know it.
- Where a pupil also has an ALN Support Plan or Statement, the IHCP is cross-referenced and coordinated with that document by the SENCO/EAL Coordinator and the School Doctor.

Review

- IHCPs are reviewed at least annually, or sooner if the pupil's medical condition or treatment changes.
- Reviews are led by the School Doctor in consultation with parents and relevant staff.
- Parents are informed promptly of any changes to the IHCP that affect the pupil's school day.

6. Administration of Medication at School

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General Principles

- Where clinically possible, medication should be prescribed in doses and frequencies that allow the pupil to take it outside of school hours. This is always preferable.
- Where medication must be taken during the school day, parents must provide written consent before any medication is administered. The BCA Parental Consent for Administration of Medication Form must be completed and signed.
- No pupil will be given any prescription or non-prescription medication without written parental consent, except in a life-threatening emergency where immediate medical intervention is required.

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- All medication administered at school will be recorded in writing by the School Doctor, including the date, time, dosage and the name of the person administering.
 - BCA cannot accept responsibility for side effects that occur when medication is taken correctly in accordance with the prescribing physician's instructions.

Medication Requirements

- All medication brought to school must be in date, correctly labelled with the pupil's name, and in its original container with clear dosage instructions.
- Medication that does not meet these requirements will not be administered.
- Insulin and other medication delivered via pen or pump may be provided in the prescribed device rather than the original pharmaceutical packaging.
- No pupil under 16 years of age will be given aspirin-containing medication without a doctor's prescription.
- Controlled or narcotic drugs may only be taken at school by the individual to whom they are prescribed. The transfer of controlled medication to any other person is a serious disciplinary matter and may constitute a criminal offence under Algerian law.

Storage of Medication

- All medication is stored in the school's medical room under the supervision of the School Doctor.
- Non-emergency medication is stored in a locked cabinet accessible only to the School Doctor and designated trained staff.
- Emergency medication that cannot be locked away (e.g. adrenaline auto-injectors, glucose gel) is stored in a clearly labelled, accessible location in the medical room. The location is known to all relevant staff.
- Where operationally necessary and agreed in the IHCP, emergency medication may be kept with the pupil (e.g. an inhaler or EpiPen carried by an older pupil).
- Any unused or out-of-date medication is returned to the pupil's parents. Medication will not be disposed of by school staff.

Who May Administer Medication?

- The School Doctor (Dr. Roumaissa Amichi) is the primary person responsible for administering medication at BCA.
- Other staff members may administer medication only if they have: (a) volunteered to do so; (b) received appropriate training; and (c) been explicitly named in the pupil's IHCP or a specific parental consent form as an authorised administrator.
- No member of staff may administer medication by injection unless specifically trained and authorised to do so.
- Pupils who are assessed as competent may carry and self-administer their own medication (e.g. inhalers, glucose tablets), subject to parental consent and agreement in the IHCP.
- Where a pupil refuses to take medication or to carry out a necessary procedure, parents will be informed immediately so that alternative arrangements can be explored.

7. Training of Staff

BCA is committed to ensuring that sufficient staff are trained and competent to support pupils with medical conditions in all settings, including classrooms, the playground, the school dining area and on educational visits.

- The School Doctor is responsible for identifying and delivering condition-specific training to relevant staff (e.g. use of adrenaline auto-injectors, recognition and management of epileptic seizures, blood glucose monitoring, asthma inhaler technique).
- All teaching and support staff receive general awareness training on this policy and on the medical needs of pupils in their care.
- Staff named in an IHCP as having a specific support role receive targeted training relevant to that role before taking on the responsibility.
- A record of all medical training received by staff, including dates and the name of the training provider, is maintained by the School Doctor and the Director of Education's PA (Celine Ahmia).
- Training is refreshed at intervals recommended by the relevant clinical guidance, or at least annually.
- No staff member is required to administer medication or undertake clinical procedures. Those who do so must volunteer freely and be appropriately trained.

8. The Role of the Pupil

BCA encourages pupils to take age-appropriate responsibility for managing their own medical conditions. This promotes independence and resilience, and prepares pupils for adult self-management.

- Pupils who are assessed as competent will be encouraged to manage their own medication and procedures, with support from the School Doctor and relevant staff.
- Where agreed in the IHCP and with parental consent, pupils may carry their own emergency medication (e.g. inhaler, EpiPen, glucose gel).
- Pupils are encouraged to tell a trusted adult — teacher, form tutor, School Doctor or School Counsellor — as soon as they feel unwell or are aware that symptoms are developing.
- Pupils will be provided with age-appropriate information about what to do in an emergency relating to their own or a classmate's medical condition.
- If a pupil refuses to take medication or carry out a required procedure, parents will be informed promptly.

9. Emergency Procedures

Where a pupil with a known medical condition has an emergency, the response is guided by the procedure set out in their IHCP. All relevant staff must be familiar with the emergency action plan for each pupil in their care.

General Emergency Response

- Call the School Doctor (Dr. Roumaissa Amichi) immediately. The School Doctor is the first point of response for all medical emergencies at BCA.
- If the School Doctor is unavailable, call for any trained first aider and contact the school office to locate the IHCP.
- Call Algerian emergency services (SAMU: 15 or 112) if the situation is life-threatening or if the School Doctor advises it.
- A member of staff will remain with the pupil at all times until medical assistance arrives or the pupil is safely handed to a parent or emergency professional.
- Parents must be contacted immediately in any medical emergency. Where a pupil needs to be transported to hospital, a member of BCA staff will accompany them until a parent or guardian arrives.
- A full written record of the incident, the response taken and any medication administered will be completed by the School Doctor as soon as practicable after the emergency.

Pupils Presenting as Ill During the School Day

- Any pupil who presents as ill to a teacher or other staff member must be referred immediately to the School Doctor.
- Pupils who are too unwell to remain at school must be collected by their parents or a named emergency contact. Pupils will not be sent home unaccompanied.
- Where a pupil is in pain following an accident, staff will seek the advice of the School Doctor, even where there is no visible injury.
- Hot and cold compresses and basic first aid materials are available in the school medical room and at designated first aid points around the building.

Pupils Sent Home / Injured Pupils

- Parents must be contactable and available to collect their child in the event of serious illness or injury.
- Where a pupil cannot be collected promptly, the School Doctor will continue to monitor and care for the pupil in the medical room.
- All incidents requiring first aid or emergency intervention are recorded in the school's medical incident log, maintained by the School Doctor.

10. Educational Visits and Off-Site Activities

BCA is committed to ensuring that pupils with medical conditions are not excluded from educational visits, sports activities or enrichment events. Adjustments will be made wherever reasonably possible to enable full participation.

- The Educational Visits Coordinator (in consultation with the Head of Secondary or Head of Phase) is responsible for ensuring that all risk assessments for off-site activities address the medical needs of participating pupils.

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- For each visit or activity, the organising staff member must review the IHCPs of all participating pupils and ensure that: appropriate medication is carried; a trained staff member is present; and emergency procedures are in place.
 - Parents will be informed of relevant medical provisions in place for each visit and their written consent obtained.
 - Pupils will never be excluded from a visit solely on the grounds of their medical condition unless a clinical professional advises that participation would present an unacceptable risk to the pupil's health.
 - Where the School Doctor advises that a pupil cannot safely participate in a particular activity, alternative provision will be arranged to ensure the pupil is not educationally disadvantaged.

11. Confidentiality and Data Protection

Medical information relating to pupils is sensitive personal data. BCA processes such data in accordance with its Data Protection Policy and applicable Algerian data protection legislation.

- A pupil's medical information is shared only with those staff members who have a legitimate professional need to know it.
- Information is shared with external healthcare professionals only with parental consent, except in a medical emergency where immediate clinical intervention is required.
- Where a pupil is prescribed medication without their parents' knowledge (e.g. in the case of an older pupil's confidential health matter), BCA will encourage the pupil to involve their parents while respecting the pupil's right to confidentiality in accordance with their assessed maturity and Algerian law.
- Medical records are stored securely by the School Doctor and retained in accordance with BCA's data retention schedule.
- Staff must not discuss a pupil's medical condition with other pupils, with parents of other pupils or in any public setting.

12. Insurance

BCA maintains appropriate insurance to cover staff who undertake responsibilities under this policy, including the administration of medication and the delivery of IHCPs.

- Staff who agree to administer medication or support pupils with medical conditions are covered by BCA's institutional insurance arrangements.
- Full details of the insurance cover in place are available from the CEO's PA (Amira Ait Amour) or the HR Senior Manager (Salma Chaid).
- The Board of Directors is responsible for ensuring that the level of insurance in place reflects the level of medical risk at BCA, and reviews this annually.

13. Avoiding Unacceptable Practice

BCA recognises that the following conduct is never acceptable in the management of pupils with medical conditions:

- ⚠ Unacceptable Practice — The following conduct is never acceptable at BCA:**
- Assuming that pupils with the same condition require the same treatment.
 - Ignoring the views of the pupil and/or their parents.
 - Ignoring or overriding medical evidence or professional opinion.
 - Sending pupils home frequently or preventing them from taking part in activities because of their medical condition.
 - Sending a seriously ill or injured pupil to the school office unaccompanied.
 - Penalising a pupil's attendance record for absences directly related to their medical condition.
 - Obliging parents to attend school to administer medication or provide medical support that should be managed by trained staff.
 - Creating barriers to pupils participating in educational visits, sports or enrichment activities.
 - Refusing to allow pupils to eat, drink, use the toilet or access their medication when required to manage their condition.
 - Administering medication without written parental consent, except in a life-threatening emergency.
 - Sharing a pupil's medical information with anyone who does not have a legitimate need to know.

14. Inclusion and Non-Discrimination

This policy will be implemented in a manner that does not discriminate on any grounds, including — but not limited to — national origin, ethnicity, religion, gender, disability or socioeconomic status.

BCA will make all reasonable adjustments to ensure that pupils with medical conditions can participate equally in all aspects of school life. Where a pupil's condition also constitutes a disability, the provisions of this policy are applied alongside BCA's Equality, Diversity and Inclusion Policy.

No pupil will be placed at an educational disadvantage, excluded from school activities or treated less favourably than their peers as a result of their medical condition.

15. Monitoring, Review and Complaints

Monitoring

- The School Doctor maintains a medical incident log and a record of all medications administered, reviewed termly by the Executive Director of Education.
- The Executive Director of Education reviews the implementation of this policy annually and reports to the Board of Directors.
- The effectiveness of this policy is assessed through: staff feedback; parental feedback; review of medical incidents; and IHCP audit.

Annual Review

- This policy will be reviewed annually by the Executive Director of Education in consultation with the School Doctor and relevant Heads of Phase.
- The reviewed policy will be submitted to the Board of Directors for approval each September.
- This policy is published on the BCA website and available to all members of the school community on request.

Complaints

Any parent, pupil or staff member with a concern about the implementation of this policy is encouraged to raise it in the first instance with the Executive Director of Education. Where the concern cannot be resolved informally, it will be handled in accordance with BCA's Complaints Procedure.

16. Links to Other BCA Policies

- Safeguarding and Child Protection Policy (BCA-SG-01)
- Additional Learning Needs (ALN) and SEND Policy (BCA-ALN-01)
- Behaviour and Discipline Policy (BCA-BP-01)
- Admissions Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy
- Complaints Procedure
- First Aid Policy
- Educational Visits Policy
- Staff Handbook

Policy Sign-Off

Authored by	Darren Hugill	Executive Director of Education
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