



# Policy Document

Shorne Church of England Primary School

## Supporting children with Medical Conditions Policy

March 2026

Approved By: Governors  
Policy Type: Statutory  
Adopted On: March 2026  
Date of Next Review: March 2027  
Review Period: One Year

**“Love, Learn, Live”**

# Love your Neighbour, Learn from the Good Samaritan, Live with Open Hearts and Mind.

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## 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
  - Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.
- The governing board will implement this policy by:
- Making sure sufficient staff are suitably trained
  - Making staff aware of a pupil's condition, where appropriate
  - Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
  - Providing supply teachers with appropriate information about the policy and relevant pupils
  - Developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is Miss Tara Hewett.**

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

This policy also complies with our funding agreement and articles of association.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Intimate Care Policy, First Aid Policy, SEND Policy and Health and Safety Policy.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions.

### 3.2 Head of School – Miss Tara Hewett

Head of School (Miss Tara Hewett) will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the NHS School Nursing Service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the NHS School Nursing Service
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### 3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### 3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting

- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment. This includes ensuring any medication kept in school is up to date, and ready to use.

### 3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### 3.6 The NHS School Nursing Service and other healthcare professionals

The NHS School Nursing Service **can** notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school and notify them of any pupils identified as having a medical condition.

## 4. Equal opportunities

At Shorne C of E Primary School, all staff are clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school recognises that some medical conditions may present a potential risk to other pupils or staff. Where this is identified, an individual risk assessment will be undertaken and appropriate control measures implemented. Where concerns arise that may relate to safeguarding or welfare, the procedures outlined in the Safeguarding and Child Protection Policy will be followed.

As a school, we will carefully consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

## **6. Individual healthcare plans**

The Head of School has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Kate Doerr (SENCO). The Head of School is responsible for advising the Governors of any medical needs, and for the sharing of any pupils IHPs.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Head of School will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the NHS School Nursing Service, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

Where a pupil's medical needs include intimate care, support will be provided in accordance with the school's Intimate Care Policy. Named trained staff will be identified to provide this support. Arrangements will be reviewed at key transition points, including changes in staffing, movement between year groups or extended staff absence.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Head of School and those implementing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete

exams, use of rest periods or additional support in catching up with lessons, counselling sessions

- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Head of School for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

A register will be maintained for medical equipment removed from secure storage. This is to ensure appropriate monitoring, reduce risk of loss and support safeguarding and accountability procedures.

All medication requiring secure storage will be kept in a locked medical cabinet located in the school office (or agreed medical storage area).

Emergency medication (such as inhalers, adrenaline auto-injectors and glucose treatments) will remain readily accessible and will not be locked away.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

## 7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

All other controlled drugs are kept in a secure cupboard in school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## 7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

## 7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents

- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## **8. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

Staff will follow the school's emergency procedures, including contacting emergency services where required. All Individual Healthcare Plans will clearly define what constitutes an emergency and outline the actions to be taken.

Emergency medication will be readily accessible at all times.

If a pupil requires hospital treatment, a member of staff will remain with the pupil until a parent or carer arrives or will accompany the pupil in an ambulance where appropriate.

Following any medical emergency, a record will be completed and reviewed by the school leadership team.

## **9. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Miss Hewett (Head of School). Training will be kept up to date.

The school will ensure that a sufficient number of staff are appropriately trained to meet the medical needs of pupils.

All staff will receive awareness training regarding this policy as part of induction.

Named staff will receive specialist training where required, for example:

- administration of emergency medication
- diabetes management
- epilepsy awareness
- intimate care support

A record of trained staff will be maintained by the school

Training will be:

- relevant to the specific medical needs within the school
- refreshed in line with professional guidance
- recorded and monitored by school leadership

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

**Staff Trained in First Aid:**

All staff.

**Named staff for administering medicines:**

All staff.

**The following staff have received specific/specialist training:**

Staff with EPI pen training:

All staff.

**Staff with Diabetes training:**

All staff.

**Staff with Epilepsy awareness training:**

All staff.

A list of staff members with appropriate training will be stored on the Shared drive.

## **10. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

The governing board will ensure that accurate records are maintained regarding the administration of medication and medical support provided.

Individual Healthcare Plans will be stored securely but remain accessible to relevant staff.

Where toileting support is provided for medical reasons, appropriate logs will be maintained and retained as part of the pupil's medical documentation.

Where hard copy medical records are shared with parents or carers, these will be provided securely, typically through direct handover by the SENDCo or designated member of staff in a sealed envelope.

Medical records will be retained and managed in accordance with data protection legislation and the school's data retention procedures.

IHPs are kept in a readily accessible place which all staff are aware of.

## **11. Liability and indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Zurich Municipal Insurance Public Liability (Policy number KSC-272025-4723) Our approach towards medical treatment or first aid is that:

- teachers or staff are suitably trained or qualified to carry out the procedure in question

- the school maintains suitable records, training and documented parental permission is in place
- this information is regularly updated
- It is expected that any training is refreshed and documented as per the guidance from their first aid or medical training provider
- treatment is only provided within the limits of the training received and any emergency treatment referred to the appropriate agencies/A&E
- any treatment provided is documented as to when and whom and, if necessary, why.

This is in parallel with the guidance provided by the Government.

Staff will only undertake medical procedures for which they have received appropriate training and feel competent to perform.

## **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Head of School in the first instance. If the Head of School cannot resolve the matter, they will direct parents to the school's complaints procedure.

## **13. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

Appendix 1: Being notified a child has a medical condition

When the school is notified that a pupil has a medical condition:

1. Initial information will be gathered from parents and relevant professionals.
2. The need for an Individual Healthcare Plan will be determined.
3. A meeting will be convened where appropriate.
4. Risk assessments will be undertaken where necessary.
5. Training requirements will be identified.
6. Arrangements will be reviewed regularly

