



Supporting Pupils with Medical Conditions Policy

Approved by:	FGB	Date: 16 October 2019
Last reviewed on:	September 2025	
Next review due by:	September 2026	



POLICY

The Governing Body of Radford Semele C of E Primary School adopted this policy on 16 October 2019. It will be reviewed annually.

1. PURPOSE

The purpose of this policy is to ensure that:

- All our actions are driven by our theologically based school vision, and in line with the school verse and values.
- Pupils, parents and staff understand how our school will support children 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.

This Policy sets out the framework for a clear and consistent approach to managing medical conditions in school.

Please note this policy should be read in conjunction with our Remote Learning Policy.

2. APPLICATION

This Policy applies to all pupils of Radford Semele Church of England Primary School.

3. ROLES AND RESPONSIBILITIES

Supporting pupils with medical conditions is not the sole responsibility of one person, in fact responsibility is shared between the Governing Body, Headteacher, all school staff, parents and other healthcare professionals.

The Governing Body has ultimate responsibility for making arrangements to support pupils with medical conditions. The Governing Body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Headteacher will:

- Ensure that 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
- Ensure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the 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 school nurse
- Ensure that systems are in place for obtaining, storing and sharing information about a child's medical needs and that this information is kept up to date
- Ensure that all necessary risk assessments are in place to enable pupils with medical conditions to participate fully in the curriculum and life of the school

School staff

Any member of staff may be asked to provide support to pupils with medical conditions, although, they are not required to do so. This includes the administration of medicines.



Those staff who take on the responsibility to support pupils with medical conditions will undertake sufficient training in order to ensure competency before taking on this role.

Teachers and Teaching Assistants will take into account the needs of pupils with medical conditions when planning work and when working with children.

All staff will understand their responsibilities should a child with a medical condition require assistance.

Parents will:

- Provide 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 (for example, provide medicines and equipment)

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

School nurses and other healthcare professionals

The school nursing service will notify 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, including GPs and Paediatricians will liaise with the school nurse and notify them of any pupils identified as having a medical condition that will require support in school.

4. EQUAL OPPORTUNITIES

Radford Semele Church of England Primary School is clear about the need to actively support pupils with medical conditions to fully participate in the curriculum, including school trips and visits, sporting activities. This is a key element of our vision, we are a family, an inclusive body, expecting the best, promoting fullness of life for all.

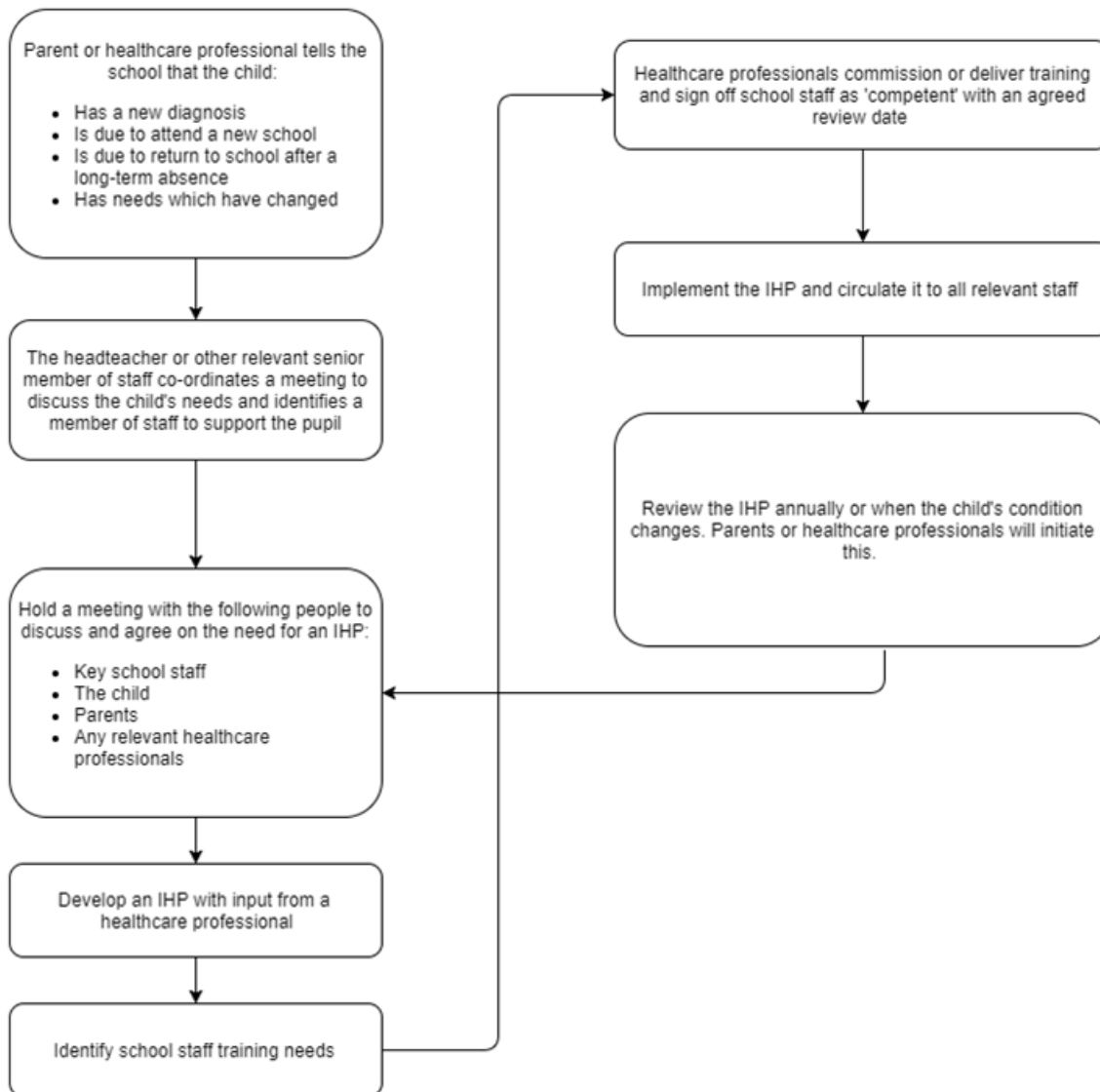
The school will consider any reasonable adjustments required to enable pupils with medical conditions to participate safely and fully in all school activities.

Risk assessments will be carried out to ensure that planning arrangements consider the specific needs of any pupils with medical conditions. Additional information may be sought from parents, pupils, or healthcare professionals in order to ensure risk assessments are completed comprehensively.

5. NOTIFICATION THAT A CHILD HAS A MEDICAL CONDITION

When school is notified that a pupil, or prospective pupil, has a medical condition the process below will be followed to determine whether the child requires an IHP.

Every effort will be made to ensure that any arrangements required to support a pupil with a medical condition are put in place within two weeks, or by the beginning of the new term for new pupils.



6. INDIVIDUAL HEALTHCARE PLANS

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This may be delegated to other staff as appropriate.

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

IHPs will be developed with the pupils 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 healthcare professionals and parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision about whether an IHP is required.



IHPs will be drawn up in a partnership between school, parents and any relevant healthcare professionals, for example, the school nurse, specialist or paediatrician, who can best advise about the pupil's specific needs.

IHPs may be linked to, or become part of, any Education, Health and Care Plan (EHCP). If a pupil has SEND but does not have an EHCP, the SEND will be mentioned in the IHP.

The level of detail in the IHP will depend on the complexity of the pupil's condition and how much support is needed. The Governing Body and the Headteacher, or nominated member of staff with responsibility for 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 the condition, dietary requirements and environmental issues (for example, crowded corridors)
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete external assessments, 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 Headteacher for medication to be administered by a member of staff or self-administered during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal timetable that will ensure the pupil can participate, for example, risk assessments
- Where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with the 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 in school:

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

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

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

Anyone giving a pupil any medication (for example, pain relief) will first check the maximum doses and when the previous dosage was taken. Parents will be informed of all medication administered to pupils.

The school will only accept medicines that are:

- In date
- Labelled
- Provided in the original container, as dispensed by the pharmacists, and includes 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.

All medicines will be stored safely. Pupils will be informed where their medicines are at all times and be able to access them immediately. Medicines and devices such as 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.

8. CONTROLLED DRUGS

Controlled drugs are prescription medicines that are controlled under the **Misuse of Drugs Regulations 2001** and subsequent arrangements, such as morphine and methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs will be kept in a secure cabinet in the admin cupboard and only named members of staff will have access to this cabinet. Controlled drugs will be easily accessible in an emergency.

A record will be kept of any controlled drugs used and the amount held in school.

9. 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 will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible and where this is safe for all members of the school community.

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 in order that an alternative option can be considered, if necessary.

10. UNACCEPTABLE PRACTICE

School staff will use their discretion and judge each case individually with reference to the pupil's IHP, however, it is generally unacceptable 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 will require the same treatment and support
- Ignore the views of the pupil or their parents
- Send children with medical conditions home from school 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 IHP or they are too unwell to be at school
- Penalise pupils for their attendance record if their absences are related to their medical condition, for example, 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 child, including with toileting issues. No parent should have to give up work because school is unable to support the medical needs of their child
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, for example, by requiring parents to accompany their child
- Administer, or ask pupils to administer medicine in school toilets

11. EMERGENCY PROCEDURES

Staff will follow the school's normal emergency procedures (for example, calling the emergency services) should the situation necessitate this. All pupil's 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.

12. 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 the pupil's needs are discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements of the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

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.

13. RECORD KEEPING

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

IHPs will be kept in a readily accessible, but secure location. All staff will be aware of where IHPs are stored.



14. LEGAL AND STATUTORY RESPONSIBILITIES

This policy meets the requirements under section 100 of the Children and Families Act 2014, which places a duty on Governing Bodies to make arrangements for supporting pupils at their school with medical conditions.

15. LINKS TO DOCUMENTS & LEGISLATION

This policy links to the following:

[Children and Families Act 2014](http://www.legislation.gov.uk/ukpga/2014/6/part/5/crossheading/pupils-with-medical-conditions) - <http://www.legislation.gov.uk/ukpga/2014/6/part/5/crossheading/pupils-with-medical-conditions>

[Supporting pupils at school with medical conditions](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3) -

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

[Controlled Drugs](https://www.nhs.uk/common-health-questions/medicines/what-is-a-controlled-medicine-drug/) - <https://www.nhs.uk/common-health-questions/medicines/what-is-a-controlled-medicine-drug/>

[Misuse of Drugs Regulations 2001](http://www.legislation.gov.uk/uksi/2001/3998/schedule/1/made) - <http://www.legislation.gov.uk/uksi/2001/3998/schedule/1/made>

15. LIABILITY & INDEMNITY

The Governing Body will ensure that they appropriate level of insurance is in place, that appropriately reflects the level of risk.

16. COMPLAINTS

Parents with a complaint about their child's medical condition should discuss these directly with the member of staff responsible for supporting their child in the first instance. If that individual cannot resolve the matter, or the parent feels it is too serious they should speak to the Headteacher. If a parent remains unhappy they should refer to the school's complaints policy.

17. REVIEW OF POLICY

The Governing Body will review the supporting pupils with medical conditions policy annually. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.