

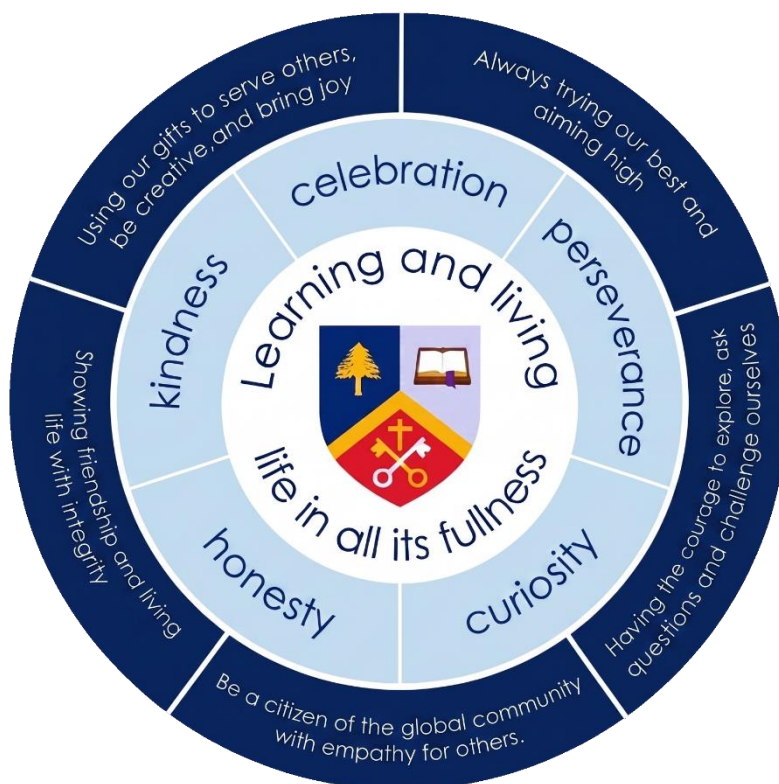


St Peter's CE Junior School

Learning and living life in all its fullness

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Summer 2026



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Revised/Written by:	Business Manager
Approved/Ratified by Governing Body	April 2026
Date for Review	Summer 2027
Status	Statutory

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Section 1: Context – 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 bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions.

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

Section 2: Key Points - Supporting pupils at school with medical conditions

The following points are taken from the Department for Education's statutory guidance on supporting pupils at school with medical conditions.

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Section 3: Aims of Policy

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 enable them to access the same education as other pupils, including school trips and sporting activities

Section 4: Roles and Responsibilities

The following section outlines roles and responsibilities for governors, staff, parents and pupils.

Department for Education Statutory Guidance

In meeting the duty to make arrangements to support pupils with medical conditions, functions can be conferred on a governor, a headteacher, a committee or other member of staff as appropriate. Help and co-operation can also be enlisted from other appropriate persons.

However, the governing body, proprietor or management committee remains legally responsible and accountable for fulfilling its statutory duty. The governing body must ensure that arrangements are in place to support pupils with medical conditions. In doing so it should ensure that such children can access and enjoy the same opportunities at school as any other child.

Implementation – Roles and Responsibilities:

Underpinned by our Church school vision of ‘*life in all its fullness*’ for every child in our care, the following staff roles and responsibilities have been established, in order to support pupils at school with medical conditions.

Role of Governors:

- The Safeguarding Governor and SEND Governor will monitor and ensure that arrangements are in place to support pupils with medical condition.

Role of the Headteacher:

- The Headteacher will make sure that all staff are aware of this policy and understand their role in its implementation
- The headteacher should ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all Individual Healthcare Plans (IHPs), including in contingency and emergency situations.
- The headteacher should contact the school nursing service in the case of any child 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.
- The headteacher, supported by the SENCO, will oversee cover arrangements in case of staff absence or staff turnover to ensure someone is always available to support a child with medical conditions.

Role of the School Business Manager:

- The school business manager is responsible for ensuring that sufficient staff are suitably trained.

Role of the Senior Admin Assistant:

- The senior admin assistant will ensure that all relevant staff are made aware of a child’s condition.
- The senior admin assistant is responsible for developing and monitoring Individual Healthcare Plans (IHPs).
- The senior admin assistant is responsible for developing and monitoring personalised Medical Action Plans.
- The senior admin assistant will develop and sustain partnerships with relevant healthcare professionals.

Role of the SENCO:

- The SENCO, where relevant, will ensure that special educational needs are mentioned in a child’s Individual Healthcare Plan.
- The SENCO will also ensure that, where relevant, the individual healthcare is linked to their Education Health Care (EHC) plan.

Role of the Class Teacher:

- The class teacher will always provide a briefing for supply teachers.

- The class teacher will ensure that the medical bag remains with the class at all times.
- The class teacher, supported by the SENCO, will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This will be detailed in a risk assessment.
- The class teacher, overseen by the Education Visits Coordinator (EVC), will manage risk assessments for school visits and other school activities outside the normal timetable.

Role of all Staff:

- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines.
- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Role of Parents

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's Individual Healthcare Plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g., provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Role of Pupils

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

Section 5: Procedures for supporting pupils at school with medical conditions

The following steps outline our whole school approach to supporting pupils with medical conditions.

Step One – Medical Questionnaire

When a pupil joins the school, parents are required to complete a Medical Questionnaire, which includes the following information.

- Does your child have a medical condition/health concern?
- Does this medical condition/health concern need to be managed during the school day?
- Does your child take medication during the school day?
- Does your child have a healthcare plan that should be followed in a medical emergency?

Step Two – Record of Medical Information (Medical Tracker)

When notification is received that a pupil has a medical condition, the relevant information will be added to Arbor and Medical Tracker. This information and, where appropriate, medication will be

added to the class Medical Bag and all relevant staff will be made aware of the pupil's condition (see Step Five). A medical notice board is also available in the staffroom, featuring pupil photographs and their medical needs.

Information provided by parents and/or medical practitioners is loaded onto Medical Tracker. It can be accessed by all staff and means that all medical information about a pupil can be found in one place, including details of medicines (including expiry dates), accidents/incidents that happen in school and illnesses. From the information provided the process outlined below will be followed to decide if a pupil requires an IHP.

Step Three – Individual Healthcare Plans

When notification is received that a pupil has a medical condition, parents may be invited to complete an Individual Healthcare Plan (IHP). Not all pupils with a medical condition will require an Individual Healthcare Plan.

Individual Healthcare Plans help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom.

Plans should be drawn up in partnership between the school, parents, and a relevant healthcare professional, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education and how they might work with other statutory services.

Step Four – Medical Action Plans

The Individual Healthcare Plan will inform a personalised Medical Action Plan, which includes the following information:

- Emergency contact details
- Signs and symptoms of medical need
- How to treat medical need
- How to respond in an emergency situation

A copy of the pupil's Medical Action Plan is kept with the pupil's medication in the class Medical Bag. The senior admin assistant will ensure that all relevant staff are made aware of a child's condition.

Step Five – Medical Bags

The child's medication and Action Plan will be available in the class Medical Bag. The Medical Bag must follow the class at all times. The Medical Bag will be audited termly.

Section 6: Training and Support

Any member of school staff providing support to a pupil with medical needs should have received suitable training

Suitable training should be identified during the development or review of Individual Healthcare Plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.

The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained. The school may choose to arrange training themselves and will ensure this remains 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 in the Individual Healthcare Plan
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Section 7: Managing medicines on school premises

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
- Non-Prescribed medication may be administered on a case-by-case basis with parents' written consent.
- Antibiotics are only administered if they are required 4 times daily and cannot be administered at home.

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.

All medicines will be stored safely in the school office. EpiPens and Asthma inhalers must be stored in the class Medical Bag and follow the class at all times. Medicines will be returned to parents to arrange for safe disposal when no longer required. Sharps boxes should always be used for the disposal of needles and other sharps.

Emergency Asthma Inhalers

Since 2015 schools may hold asthma inhalers for emergency use. This is entirely voluntary, and the Department of Health has published a protocol which provides further information. As a school we have agreed to purchase and keep emergency inhalers. These will only be used for those children who are already prescribed asthma inhalers. They will only be used in an emergency and at all times

the school will seek to use the child's prescribed inhaler if possible. There is a separate policy for these inhalers.

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.

- Controlled drugs will be securely stored in a non-portable container. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner. School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.
- The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school

Section 8 - Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's Individual Healthcare Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or 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 Individual Healthcare Plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g., by requiring parents to accompany the child

Section 9: Liability and Indemnity

Governing bodies should ensure that the appropriate level of insurance is in place.

Hampshire County Council's Liability and Medical Malpractice Insurance (provided to schools as part of the Hampshire County Council Insurance SLA), provides indemnity to staff that administer or are required to administer medication or a medical procedure to pupils in accordance with the above. Cover includes providing:

- emergency and/or first aid medical services.
- the administering of 'over the counter' drugs or medicines, and/or procedures, drugs or medicines pre-prescribed by a medical practitioner and subject to any written guidelines by an employee of the public authority in connection with the business of the public authority (provided that no indemnity is available from any other source).

The Liability and Medical Malpractice Insurances require the school to have the parent/guardian's permission and for the member/s of staff to have received training and deemed competent on the administration of the medication or medical procedure.

The Insurance covers require schools to have risk assessed and considered the specific training needed for staff looking after pupils with specific medical conditions and also any general procedures/training required for everyday and/or periodic medical issues.

Section 10: Monitoring Arrangements

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

The following arrangements are also in place, monitored by the SEND Governor, Safeguarding Governor, Headteacher, School Business Manager and Senior Admin Assistant.

- Regular monitoring will ensure that all medical information is processed quickly and efficiently.
- Individual Healthcare Plans will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.
- Action Plans will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.
- Medical Bags will be audited every term, or earlier if evidence is presented that the child's needs have changed.
- Records will be reviewed at least annually of all medicines administered.
- Training records, logged on CPOMS Staff Safe, will be reviewed regularly. This programme will provide an automatic alert.
- The defibrillator, located in the staffroom, will be checked once a month.

Section 11: Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Links to other Policies

- Accessibility Plan
- Complaints Policy

- Equality Information and Objectives
- First Aid
- Asthma Policy
- Allergies Policy
- Health and Safety Policy
- Safeguarding Policy
- SEND Information Report and Policy