

Supporting Pupils with Medical Conditions Policy



Last reviewed	May 2026
Reviewed by	Charlotte Cooke
Approved by	Governing Board
Date of approval	July 2026

St. Leonard's Primary School

Supporting Pupils at School with Medical Conditions

INTRODUCTION

The policy is to be read in conjunction with the DFE document, 'Supporting Pupils at School with Medical Conditions', December 2017. The Governing Body of St. Leonard's Primary School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of the policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including education visits and physical education) and achieve their academic potential.

St. Leonard's Primary School believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

As a Rights Respecting School, we embed the Convention of the Rights of the Child through all our systems and procedures. In relation to this policy, we understand the right of every child to good health (article 24).

LEGAL FRAMEWORK

This policy has due regard to legislation including, but not limited to, the follow:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996
- The Children Act 1989
- The National Health Service Act 2006
- The Equality Act 2010
- Health and Safety at Work Act 1974
- Guidance on the special educational needs and disability (SEND) system for children and young people aged 0-25, as detailed in the Code of Practice.

ROLES AND RESPONSIBILITIES

The role of **governing body** is:

- The governing body must ensure that arrangements are in place to support pupils with medical conditions. In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- In making their arrangements, governing bodies should take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some

will be more obvious than others. Governing bodies should therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

- The governing body should ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need.
- The governing body must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.
- The governing body should ensure that the policy for supporting pupils with medical conditions is reviewed regularly and is readily accessible to parents and school staff.
- The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions.

The named person responsible for children with medical conditions is the **Headteacher – Catherine Phillips**.

This person is responsible for:

- overseeing the management and provision of support for children with medical conditions
- that the policy is developed and implemented with partners
- ensuring that sufficient staff are suitably trained
- that all relevant staff are made aware of the child's condition
- that cover arrangements are in place in case of staff absence or staff turnover to ensure someone is always available
- briefing for supply teachers
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable
- monitoring of individual healthcare plans
- ensuring that school staff are appropriately insured and are aware that they are insured

Teachers and Support Staff are responsible for

- The day-to-day management of the medical conditions of children they work with, in line with training received and as set out in IHPS
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance
- Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff is obliged to provide this support
- Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans).

Parents and Carers are responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, this should be done before the child starts at our school. This information might be provided by Early Years practitioners in different settings or health visitors.

- Providing the school with up-to-date information about their child's medical needs.
- Being involved in the development and review of their child's IHP.
- Ensuring that they, or another nominated adult, are contactable at all times.

Pupils are responsible for:

- Ensuring that they are involved in discussions about their medical support needs.
- Contributing to the development of their IHCP.
- Being sensitive to the needs of pupils with medical conditions.

School staff:

- May be asked to provide support to pupils with medical conditions, including the administering of medicines but are not required to do so
- Take into account the needs of pupils with medical conditions, including Diabetes Type 1, in their lessons when deciding whether or not to volunteer to administer medication
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

Other **healthcare professionals and services, including GP's and paediatricians** must:

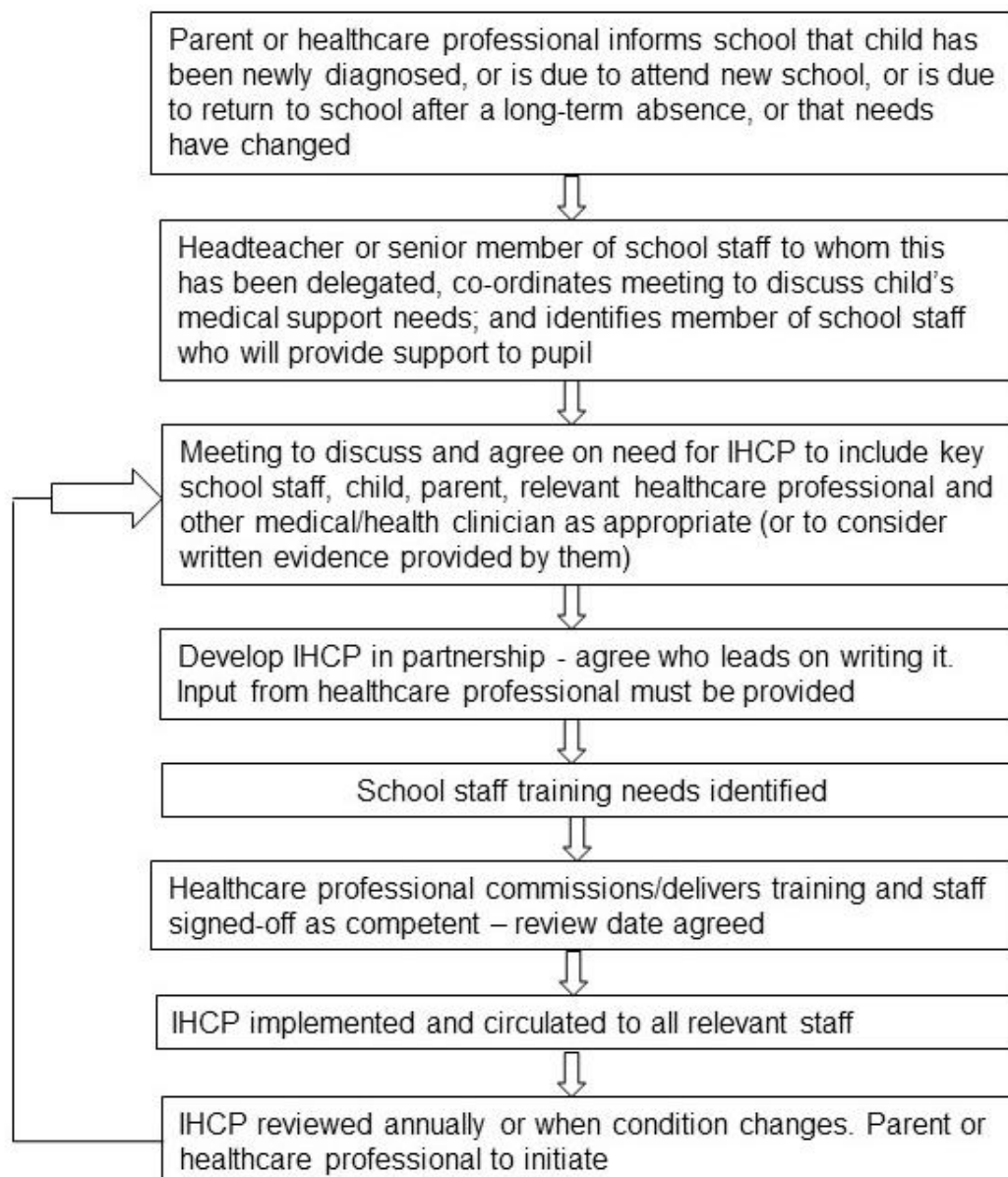
- Notify the school when a child has been identified as having a medical condition that will require support at school
- Provide advice on developing IHCPs
- May provide support in the school for children with particular conditions e.g. asthma, diabetes and epilepsy
- Co-operate with the school, including ensuring communication, liaising with school nursing teams and other healthcare professionals, and participating in local outreach training

The LA must:

- Commission school nursing teams for local schools e.g. flu vaccine teams
- Promote co-operation between relevant partners
- Make joint commissioning arrangements for education, health and care provision for pupils with SEND
- Provide support, advice and guidance, and suitable training for school staff, ensuring that IHCPs can be effectively delivered
- Work with the school to ensure that pupils with medical conditions can attend school full-time

PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION

- The named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate, an Individual Healthcare Plan will be drawn up
- The school does not have to wait for a formal diagnosis before providing support for pupils
- The information below outlines the process for developing individual healthcare plans



ADMISSIONS

Admissions will be managed in-line with the school's Admissions Policy. No child will be denied admission to the school or prevented from taking up a school place

because arrangements for their medical condition have not been made. A child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting. The school will not ask, or use any supplementary forms that ask for details about a child's medical condition during the admission process.

STAFF TRAINING AND SUPPORT

Any staff member who is responsible for supporting pupils with medical needs will receive suitable and efficient 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 the headteacher.

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 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.

INDIVIDUAL HEALTHCARE PLANS (IHCPs)

The school, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHCP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Headteacher makes the final decision.

The school, parent/carer(s) and a relevant healthcare professional work in partnership to create and review IHCPs. Where appropriate, the pupil is also involved in the process.

IHCPs include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments
- The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where it is used to manage the condition), dietary requirements and environmental issues.
- The support needed for the pupil's educational, social and emotional needs.
- The level of support needed, including in emergencies.
- Whether a child can self-manage their medication.
- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively.
- Cover arrangements for when the named supporting staff member is unavailable.
- Who needs to be made aware of the pupil's condition and the support required.
- Separate arrangements or procedures required during school trip and activities.
- What to do in an emergency, including contact details and contingency arrangements.

Where a pupil has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHCP. The IHCP will be developed with the child's best interests in mind. In preparing the IHCP, the school will assess and manage risks to the child's education, health and social wellbeing and minimise disruption. IHCP's are easily accessible to those who need to refer to them but confidentiality is preserved.

IHCP's are reviewed on at least an annual basis or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an EHC plan, the IHCP is linked to it or becomes part of it.

Where a child has SEND but does not have an EHC plan, their SEND should be mentioned in their IHCP.

Where a child is returning from a period of hospital education, alternative provision or home tuition, we work with the LA and education provider to ensure that their IHCP identifies the support the child needs to reintegrate.

ADMINISTERING MEDICINES

Written consent from a person with parental responsibility must be received before administering any medicine to a child at school. Medicines should only be administered at school when it would be detrimental to the child's health or school attendance not to do so. Medicines will only be accepted for administration if they are:

- Prescribed
- 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 be in-date but will generally be available inside an insulin pen or pump, rather than in its original container.

Procedure for Administering Prescribed Medicines in School

Please note that the administration of medicine at school is completed at the direction of the school. It is not mandatory for the school to administer medicine. Where possible, however, a member of staff will be allocated to administer the medicine. School policy is that:

- All medicines and written consent must be stored safely in a locked cupboard in main office
- All medicines administered must be prescribed by a doctor
- The children and applicable staff should know where their medicines are at all times
- Each day, when the medicine is brought to the main office, the child will be asked to confirm full name and class. Administering of all medicines will be witnessed by two members of staff and then recorded on the Administering of Medicines record sheet. This will be initialled by both witnesses.
- All consent forms will be kept in the Medicines File.
- A record will also be kept of all medicines administered in school time by parents or carers.

ACTION IN EMERGENCIES

A copy of this information will be displayed in the school office.

Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

- The school's telephone number: 01785 334960
- Your name
- Your location: St. Leonard's Primary School, Fairway, Stafford, ST16 3TW
- Provide the exact location of the patient within the school
- Provide the name of the child and a brief description of their symptoms
- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to contact premises to open relevant gates for entry
- Contact the parents to inform them of the situation

A member of staff should stay with the pupil until the parent/carers arrive. If parent/carers does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

ACTIVITIES BEYOND THE CURRICULUM

Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in educational visits, residential visits, sporting activities and other activities beyond the curriculum. When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.

UNACCEPTABLE PRACTICE

The school will not:

- Assume that pupils with the same condition require the same treatment
- Prevent pupils from easily accessing their inhalers and medication
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHCP.
- Send an unwell pupil to the school office alone, when unnecessary, or with an unsuitable escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their medical condition.
- Make parents feel obliged or forced to visit the school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent is made to feel that they have to give up working because the school is unable to support their child's needs.
- Create barriers to pupils participating in school life, including school visits.
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their medical condition.

COMPLAINTS

An individual wishing to make a complaint about the school's action in supporting a child with medical conditions should discuss this with the school in the first instance. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedures, as outlined in the Complaints Procedures Policy. If the issues remains unresolved, the complainant has the right to make a formal complaint to the DfE.