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Supporting Pupils with Medical Conditions Policy

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1. Aims

This policy aims to ensure that:

- pupils, staff and parents and carers understand how St John Fisher Catholic Primary School will support pupils with medical conditions;
- pupils with medical conditions are properly supported so that they can access and enjoy the same educational opportunities as their peers, including school trips, physical education, sporting activities and other aspects of school life;
- pupils with medical conditions are supported to develop confidence and independence in managing their medical needs, where appropriate;
- the school works collaboratively with pupils, parents and carers and relevant healthcare professionals to understand and meet individual medical needs; and
- appropriate arrangements are in place to respond effectively to medical needs and emergencies.

The governing body will ensure that appropriate arrangements are in place to implement this policy. This includes:

- ensuring that sufficient staff receive suitable training and are competent before taking responsibility for supporting pupils with medical conditions;
- ensuring that relevant staff are made aware of pupils' medical conditions and the support they require;
- ensuring that there are appropriate cover arrangements so that a trained person is available to support pupils in accordance with their Individual Healthcare Plans (IHPs);
- ensuring that supply staff and other temporary staff receive appropriate information about this policy and any pupils whose medical needs they need to know about;
- ensuring that appropriate Individual Healthcare Plans (IHPs) are developed, implemented, reviewed and kept up to date; and
- monitoring the effectiveness of the school's arrangements for supporting pupils with medical conditions.

The named people with overall responsibility for implementing this policy are the Headteacher, Assistant Headteacher and SENDCo.

2. Legislation

This policy meets the requirements of Section 100 of the Children and Families Act 2014, which places a duty on the governing body of a maintained school to make arrangements for supporting pupils at school with medical conditions.

The school has regard to the Department for Education's statutory guidance, Supporting pupils at school with medical conditions, which sets out the arrangements schools should make to ensure that pupils with medical conditions are properly supported and can access their education, including school trips and physical education.

The policy also takes account of the Equality Act 2010, the Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 years, and the Early Years Foundation Stage (EYFS) statutory framework, where applicable.

The school's arrangements also reflect the statutory duties relating to allergy safety. From 1 September 2026, maintained schools are required to have an allergy safety policy and to have regard to the Department for Education's statutory guidance on allergy safety in schools. St John Fisher Catholic Primary School's arrangements for pupils with allergies are set out in the school's separate Allergy Safety Policy, which should be read alongside this policy.

The governing body is responsible for ensuring that appropriate arrangements are in place and that this policy is implemented effectively. The policy will be reviewed in accordance with the school's policy review cycle and whenever there are significant changes to legislation, statutory guidance or the school's arrangements.

The policy is readily accessible to parents, carers and school staff.

3. Roles and Responsibilities

3.1 The Governing Body

The governing body has overall responsibility for ensuring that appropriate arrangements are in place to support pupils with medical conditions.

The governing body will:

- ensure that arrangements are in place to support pupils with medical conditions;
- ensure that sufficient staff have received suitable training and are competent before taking responsibility for supporting pupils with medical conditions;
- ensure that the school has appropriate systems for identifying and responding to pupils' medical needs;
- ensure that the school's arrangements enable pupils with medical conditions to participate fully in school life, including educational visits, physical education and sporting activities;
- ensure that appropriate arrangements are made for the development, implementation and review of Individual Healthcare Plans; and
- ensure that the school has appropriate arrangements for monitoring and reviewing the effectiveness of this policy.

The governing body should ensure that staff who support pupils with medical conditions are able to access the information and resources they need to carry out their responsibilities safely and effectively.

3.2 Headteacher

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 appropriately trained staff available to implement this policy and support pupils in accordance with their Individual Healthcare Plans, including appropriate contingency and emergency arrangements;
- take overall responsibility for ensuring that appropriate Individual Healthcare Plans are developed, implemented and reviewed;
- ensure that systems are in place for obtaining information about pupils' medical needs and that this information is kept up to date;
- ensure that relevant staff are appropriately informed about pupils' medical conditions and the support they require;
- ensure that appropriate arrangements are in place for staff training and competence;
- ensure that staff who support pupils with medical conditions are aware of the school's insurance arrangements and the support available to them;

- liaise with the school nursing service and other relevant healthcare professionals where a pupil has a medical condition that may require support in school;
- ensure that appropriate arrangements are in place for emergency situations and for supporting pupils on educational visits and other activities outside the normal school setting; and
- monitor the implementation and effectiveness of this policy.

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 a pupil with a medical condition, although staff will not be required to undertake medical procedures or administer medication for which they have not agreed to take responsibility and for which they have not received appropriate training.

Staff who take on responsibility for supporting pupils with medical conditions will receive suitable and sufficient training and will achieve the necessary level of competence before doing so.

Teachers and other staff will take account of the needs of pupils with medical conditions when planning and delivering learning and other school activities.

All staff will:

- be familiar with this policy;
- understand their responsibilities in relation to pupils with medical conditions;
- know how to access relevant information about pupils whose medical needs they need to know about;
- respond appropriately when they become aware that a pupil with a medical condition requires support;
- follow relevant Individual Healthcare Plans and emergency procedures; and
- maintain appropriate confidentiality when handling information about pupils' medical needs.

3.4 Parents and Carers

Parents and carers will:

- provide the school with sufficient, accurate and up-to-date information about their child's medical needs;
- provide appropriate medication, equipment and other resources required to support their child's medical condition;
- be involved in the development and review of their child's Individual Healthcare Plan;
- provide the school with relevant medical advice or documentation where required;
- inform the school promptly of any significant changes to their child's medical condition, treatment, medication or support needs; and
- carry out any actions they have agreed to as part of the implementation of the IHP, such as ensuring that medication and equipment remain in date and are replaced when necessary.

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them.

Pupils will be involved in discussions about their medical support needs and will contribute to the development and review of their Individual Healthcare Plan wherever appropriate, taking account of their age, understanding and ability to participate in decisions about their healthcare.

Where appropriate, pupils will be supported to develop increasing independence in managing their medical condition and medication.

The school will work with pupils, parents and carers and relevant healthcare professionals to support pupils to manage their own medication or medical procedures safely where this is appropriate.

Pupils will be expected to follow the arrangements agreed in their IHP, taking account of their age, understanding and individual circumstances.

3.6 School nurse and other healthcare professionals

Where appropriate, the school will work with the school nursing service and other relevant healthcare professionals to understand and support pupils' medical needs.

Healthcare professionals may:

- provide advice about a pupil's medical condition and the support required in school;
- contribute to the development and review of Individual Healthcare Plans;
- provide or arrange appropriate training for school staff where specialist medical procedures or medication administration are required;
- advise the school about the level of support and training required; and
- liaise with the school where a pupil's medical needs change significantly.

Where a pupil has been identified as having a medical condition that requires support in school, the school will seek appropriate healthcare advice and will work with the relevant professionals to ensure that the pupil's needs are understood and appropriately supported.

4. Equal Opportunities

St John Fisher Catholic Primary School is committed to ensuring that pupils with medical conditions are not unnecessarily prevented from participating in any aspect of school life.

Pupils with medical conditions will be supported to participate in school trips and visits, physical education, sporting activities, clubs, enrichment opportunities and other school activities wherever reasonably possible.

The school will consider what reasonable adjustments and additional arrangements may be required to enable pupils with medical conditions to participate fully and safely.

Risk assessments will be undertaken where appropriate so that planning arrangements take account of any steps needed to support the pupil and manage relevant risks. The pupil, their parent or carer and, where appropriate, relevant healthcare professionals will be consulted as part of this process.

The school will not make assumptions about a pupil's ability to participate based solely on their medical condition. Individual needs and circumstances will be considered, with the aim of enabling pupils to participate as fully as possible.

Where a medical condition also constitutes a disability under the Equality Act 2010, the school will consider and implement appropriate reasonable adjustments.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the Headteacher or designated member of staff will ensure that the information is recorded and that appropriate support arrangements are considered promptly.

The school will work with the pupil, their parent or carer and, where appropriate, relevant healthcare professionals to understand the pupil's medical condition, the support they may require during the school day and whether an Individual Healthcare Plan (IHP) is required.

An IHP will be considered where a pupil's medical condition requires specific support or arrangements beyond those that can reasonably be provided through the school's routine procedures. This may include arrangements for medication, emergency treatment, monitoring, adjustments to the school day, physical activity, educational visits or other activities.

Where an IHP is required, it will be developed with the pupil and their parent or carer and, where appropriate, the relevant healthcare professional. The IHP will set out the pupil's individual medical needs, the support and treatment required, arrangements for responding to an emergency, and the staff who need to be aware of and/or trained to support the pupil.

Relevant medical information will be shared appropriately with staff who need to know in order to support the pupil safely. Information will be handled sensitively and in accordance with the school's data protection and confidentiality arrangements.

Where a pupil has an allergy, the school will also follow the arrangements set out in the Allergy Safety Policy, including the use of an Allergy Action Plan and/or IHP where appropriate. The school's allergy arrangements will comply with the separate statutory requirements for allergy safety.

The need for an IHP and the arrangements within it will be reviewed whenever there is a significant change in the pupil's medical condition, treatment or support needs and, where appropriate, as part of the school's regular review arrangements.

6. Individual Healthcare Plans

The Headteacher has overall responsibility for ensuring that appropriate arrangements are in place to support pupils with medical conditions and for ensuring that Individual Healthcare Plans (IHPs) are developed where required.

Not every pupil with a medical condition will require an IHP. The school will consider the individual circumstances of each pupil and the level of support required. An IHP will normally be appropriate where a pupil has a long-term or complex medical condition, where their condition requires specific support or treatment during the school day, or where there are particular arrangements that staff need to follow to keep the pupil safe and enable them to participate fully in school life.

Where appropriate, the school will seek advice from the pupil's healthcare professional when determining the support required. The views of the pupil and their parent or carer will be central to the development of the plan.

Where an IHP is required, it will be developed in partnership with the school, the pupil and their parent or carer and, where appropriate, a relevant healthcare professional such as the school nurse, specialist nurse, paediatrician or other clinician involved in the pupil's care.

The pupil will be involved in the development and review of their IHP wherever appropriate, taking account of their age, understanding and ability to participate in decisions about their healthcare.

An IHP will set out, as appropriate:

- the pupil's medical condition, including relevant triggers, signs, symptoms and treatments;
- the support and treatment the pupil requires during the school day;
- medication, including the name, dose, method of administration, timing and storage requirements;
- any equipment, monitoring, testing or other procedures required;
- any dietary, environmental or other adjustments required to manage the pupil's condition;

- arrangements for the pupil to participate fully in lessons, physical activity, educational visits and other school activities;
- the level of support required and whether the pupil is able to manage any aspect of their condition or medication independently;
- what constitutes an emergency and the action to be taken, including emergency medication where applicable;
- who is responsible for providing support and the training required;
- arrangements for cover when trained staff are absent;
- who needs to be aware of the pupil's condition and the support required;
- arrangements for recording medication or treatment provided;
- arrangements for school trips and activities outside the normal school day, including any relevant risk assessments;
- arrangements for managing periods of absence and supporting the pupil's return to school where appropriate;
- any reasonable adjustments required to enable the pupil to access the full range of school activities;
- the pupil's wishes and any confidentiality requirements that have been discussed; and
- emergency contact arrangements.

The level of detail within an IHP will depend on the complexity of the pupil's condition and the level of support required. Not all of the above information will be necessary for every pupil.

Where a pupil has an allergy, the IHP will work alongside the pupil's Allergy Action Plan and the school's Allergy Safety Policy. The school will ensure that the arrangements in these documents are consistent.

Where a pupil has special educational needs or an Education, Health and Care (EHC) plan, the IHP will be considered alongside the pupil's SEND provision and EHC plan. Relevant health needs and support arrangements will be reflected across the pupil's plans where appropriate, avoiding unnecessary duplication.

An IHP will be reviewed at least annually where one is in place, and sooner where there is a significant change in the pupil's medical condition, treatment, medication, support needs or circumstances. It will also be reviewed following a significant medical incident or where there is evidence that the existing arrangements are no longer appropriate.

7. Managing Medicines

The school recognises that some pupils with medical conditions require medication during the school day in order to remain well, attend school and participate fully in school life.

The school will administer medication in accordance with the pupil's Individual Healthcare Plan (IHP), prescription instructions and/or other appropriate healthcare documentation. Where parental consent is required, this will be obtained and recorded. In an emergency, staff will act in accordance with the pupil's IHP and emergency procedures without delaying necessary treatment.

Prescription medicines will normally only be administered where it would be detrimental to the pupil's health or school attendance not to do so during school hours.

The school will not routinely administer non-prescription medicines. Where there is an exceptional reason for a non-prescription medicine to be administered, this will be considered on an individual basis and appropriate parental consent and instructions will be obtained.

Any medication accepted by the school must:

- be in date;
- be clearly labelled with the pupil's name;
- be provided in the original container as dispensed by a pharmacist, where applicable;
- include clear instructions for administration, dosage and storage; and
- be accompanied by the appropriate parental consent and healthcare information where required.

Medicines will be stored safely and appropriately according to the manufacturer's instructions and the pupil's individual needs. Emergency medicines must be readily accessible to the pupil and staff who may need to administer them and must not be stored in a location that would cause an unsafe delay in an emergency.

Pupils who are able to self-manage their medication will be encouraged to do so, where appropriate and in accordance with their IHP and the arrangements agreed with

their parent or carer. Appropriate supervision or monitoring will be provided where necessary.

The school will maintain appropriate records of medicines administered to pupils, including the date, time, medication, dose and person administering it.

Parents or carers will be informed when medication has been administered where this is required by the pupil's IHP or the school's procedures.

Medicines that are no longer required, have expired or are no longer appropriate will be returned to parents or carers for safe disposal. The school will not dispose of medicines through general waste or the school's first-aid supplies.

7.1 Controlled Drugs

Controlled drugs are prescription medicines controlled under the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001, as amended.

Where a pupil is prescribed a controlled drug, it will be stored securely in accordance with the pupil's individual arrangements and the school's procedures. Appropriate records will be maintained where controlled drugs are administered.

Controlled drugs prescribed for a pupil will remain readily accessible when the pupil needs them. They will not be stored in a way that prevents timely access in an emergency.

Only staff who have been appropriately authorised and trained will administer controlled drugs where administration by school staff is required.

7.2 Pupils Managing Their Own Medical Needs

Pupils will be supported to develop independence in managing their medical conditions where this is appropriate to their age, understanding, ability and individual circumstances.

Arrangements for self-management will be agreed with the pupil, parent or carer and, where appropriate, relevant healthcare professionals, and will be recorded in the pupil's IHP.

Where a pupil is self-managing medication, the school will ensure that appropriate arrangements are in place for access, storage, supervision and emergency support.

Staff will not force a pupil to take medication or undertake a medical procedure. If a pupil refuses medication or treatment that is required to manage their medical condition, staff will follow the pupil's IHP and emergency procedures and inform the parent or carer as appropriate.

7.3 Unacceptable Practice

The school will not:

- prevent pupils from accessing their medication or emergency medication when required;
- assume that every pupil with the same medical condition requires the same treatment;
- ignore the views of the pupil or their parent or carer;
- disregard appropriate medical advice without good reason;
- prevent pupils from participating in normal school activities because of their medical condition where appropriate support can be provided;
- send a pupil with a medical condition home unnecessarily because of their condition;
- send a pupil who is unwell to the school office or another location unaccompanied where this would be unsafe;
- penalise a pupil for attendance-related issues that are directly attributable to their medical condition, such as hospital appointments;
- prevent pupils from accessing food, drink, toilet facilities, rest periods or other adjustments that are necessary to manage their medical condition;
- require or place unreasonable pressure on parents or carers to attend school to administer medication or provide routine medical support that the school should reasonably be able to provide;
- prevent or unnecessarily restrict a pupil's participation in school activities, educational visits or trips because of their medical condition; or
- require pupils to administer or receive medication in a school toilet.

8. Emergency Procedures

The school will ensure that appropriate arrangements are in place for responding to medical emergencies.

Each pupil's IHP will identify, where appropriate:

- what constitutes an emergency;
- the signs and symptoms that staff should recognise;
- the immediate action staff should take;
- any emergency medication or equipment required;
- which staff are trained to provide support;
- who should be contacted; and
- when emergency services should be called.

In an emergency, staff will follow the pupil's IHP and the school's emergency and first-aid procedures. Where necessary, 999 will be called without delay.

A pupil will not be left unattended while experiencing a medical emergency. Appropriate supervision and support will be provided while awaiting emergency services and/or the pupil's parent or carer.

Where a pupil is transported to hospital by ambulance, a member of school staff will accompany the pupil where required and will remain with them until responsibility is appropriately transferred to the parent or carer or the relevant healthcare professional.

The school will record and review significant medical incidents and, where appropriate, update the pupil's IHP and other relevant procedures following the incident.

9. Training

The school will ensure that staff who support pupils with medical conditions receive appropriate information, instruction and training to enable them to carry out their responsibilities safely and confidently.

Training requirements will be identified when an IHP is developed or reviewed and whenever there is a significant change to a pupil's condition, treatment or support arrangements.

Where specialist medical procedures or medication administration are required, appropriate training will be provided by, or arranged with, a suitably qualified healthcare professional or other competent provider.

Training will be sufficient to ensure that relevant staff:

- understand the pupil's medical condition and its implications;
- understand the pupil's IHP and their individual responsibilities;
- know how to recognise relevant signs and symptoms;
- understand preventative and emergency measures;
- are competent and confident in carrying out any agreed medical procedures;
- understand how and when medication should be administered;
- know what to do if a pupil's condition deteriorates or an emergency occurs;
- and
- know the arrangements for obtaining additional support when required.

Where a healthcare professional provides training for a specific medical procedure or medication, the school will retain appropriate evidence of the training and, where applicable, confirmation of competence.

Training will be kept up to date and renewed as required by the pupil's condition, healthcare advice, manufacturer's instructions or the requirements of the training provider.

All staff will be made aware of this policy and their general responsibilities when supporting pupils with medical conditions. Relevant information will form part of staff induction.

The school will ensure that sufficient trained staff are available to provide the support identified in pupils' IHPs, including appropriate arrangements for staff absence.

10. Recording Keeping

The school will maintain appropriate records relating to pupils with medical conditions and the support provided to them.

Records will include, where appropriate:

- Individual Healthcare Plans and associated healthcare documentation;
- parental consent for the administration of medication;
- records of medication administered;

- records of relevant medical incidents and emergencies;
- records of serious allergy incidents and near misses, in accordance with the school's Allergy Safety Policy;
- records of staff training and competence;
- arrangements for emergency medication and equipment; and
- reviews and updates to IHPs.

IHPs and associated medical information will be stored securely while remaining readily accessible to staff who need the information to support the pupil safely.

Medical information will be handled sensitively and in accordance with the school's data protection and confidentiality arrangements.

Parents or carers will be informed when medication has been administered or when their child has experienced a significant medical incident, in accordance with the pupil's IHP and the school's procedures.

The school will retain medical records in accordance with its data protection and record-retention arrangements.

11. Liability and Indemnity

The governing body will ensure that appropriate insurance arrangements are in place to reflect the school's responsibilities for supporting pupils with medical conditions.

Staff who act in accordance with this policy, the pupil's IHP, their training and the school's agreed procedures will be supported by the school's employment and insurance arrangements.

The school will ensure that staff are not expected to undertake medical procedures for which they have not received appropriate training or instruction.

The school will seek appropriate professional advice where there is uncertainty about the support required for a pupil with a medical condition.

12. Complaints

Parents or carers who have concerns about the support provided for their child's medical condition should raise the matter in the first instance with the Headteacher or SENDCo.

The school will seek to resolve concerns promptly and work with the pupil and their parent or carer to review the arrangements in place.

Where a concern cannot be resolved informally, parents or carers may use the school's formal Complaints Policy and Procedure.

13. Monitoring Arrangements

The Headteacher will monitor the implementation and effectiveness of this policy and will ensure that arrangements for supporting pupils with medical conditions are reviewed regularly.

The governing body will review and approve this policy in accordance with the school's policy review cycle and whenever there are significant changes to legislation, statutory guidance or the school's arrangements.

The school will use information from Individual Healthcare Plan reviews, medical incidents, staff feedback, parent and pupil feedback and relevant training to identify where arrangements may need to be strengthened.

Where a significant medical incident or near miss identifies a weakness in the school's arrangements, the school will review the relevant procedures and, where appropriate, update the pupil's IHP, staff training or this policy.

The effectiveness of the school's arrangements will also be considered through the school's safeguarding, health and safety and SEND monitoring processes.

Appendix A: Medication Administration Record



Medication Administration Record

Pupil Name: _____

Date	Time	Medication	Given by	Signature	Witnessed by	Parents informed

Appendix B: Medical Incident



Medical Incident

Pupil name:	Date:
Year:	Time:
What happened?	
Action / treatment given	
Outcome	
Parent(s)/carer(s) informed:	
Further action required:	
Recorded by:	Date:
Additional notes:	

Appendix C: Allergy Incident / Near-Miss Record



Allergy Incident / Near-Miss Record

Pupil name:	Date:
Year:	Time:
Type of event: Allergy or near miss	
What happened?	
Action taken:	
Outcome:	
Parent(s)/carer(s) informed:	
Further action required:	
Recorded by:	Date:
IHP reviewed:	Yes No N/A

Appendix D: Medication Administered - Parent / Carer Notification



Medication Administered - Parent / Carer Notification

Dear Parent/Carer,

This is to let you know that your child was given medicine in school today.

Pupil name:	Date:
Year:	Time:
Medication:	
Dose given:	
Reason for administration:	
Any concerns / observations:	
Administered by:	
Signature:	
Witnessed by:	
Signature:	

Appendix E: Asthma / Inhaler Use Record



Asthma / Inhaler Use Record

Pupil name:	Date:
Year:	Time:
Inhaler: ☐ Reliver ☐ Preventer	
Puffs:	
Reason / Symptoms: <i>What was the child doing beforehand?</i>	
Given by:	
Signed:	
Parent informed:	

Appendix F: Asthma / Inhaler Parent Notification



Asthma / Inhaler Parent Notification

Dear Parent/Carer,

This is to let you know that your child used their inhaler in school today.

Pupil name:	Date:
Year:	Time:
Inhaler: ☐ Reliever ☐ Preventer	
Puffs:	
Reason / Symptoms:	
How your child was afterwards:	
Staff member:	