

North Petherton Community Primary School

Supporting Pupils with Medical Conditions Policy



Version 1

Date Approved by FGB: 25th March 2025

Date for Review: 25th March 2026

Chair of Governors: Jodie Scarrott

Acting Headteacher: Jason Nicolaides



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 named persons with responsibility for implementing this policy is Nic van Cole – Acting Deputy Head SENDCO and Jason Nicolaides, Acting Head Teacher.

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](#).

3. Roles and responsibilities

3.1 The governing board

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

3.2 The Head Teacher

The Head Teacher will:

Make sure all staff are aware of this policy and understand their role in its implementation

Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks

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

Ensure that all staff who need to know are aware of a child's condition

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 school nursing service/medical professionals in the case of any pupil who has a medical condition that may require support at school

Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Assess the training and development needs of staff and arrange for them to be met

Ensure risk assessments are completed for school visits and other activities outside of the normal curriculum

Monitor and review the policy annually

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 responsibility during school hours 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.

All staff need to maintain effective communication with parents and carers including informing them if their child has been unwell in school

All staff have the responsibility to allow all children immediate access to their emergency medication

All staff have the responsibility to understand the school, medical condition policy

All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- Who to contact within the school

If a child needs to be taken to hospital, a member of staff will accompany them and stay with them until a parent arrives. The school tries to ensure that the staff member will be one the child knows but this may not always be possible.

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 Individual Healthcare Plan (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 and ensure they, or another nominated adult are contactable at all times.

Provide an up to date inhaler for those children with asthma

Provide school with the correct medicine which is named and that the expiry date is checked

Inform the school as soon as possible of any short and/or long term changes to medical needs

Attend meetings as necessary to ensure that medical needs are understood and met in the school environment.

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 School nurses and other healthcare professionals

Healthcare professionals will 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 pediatricians and specialist nurses will liaise with the school SENDCo and notify them of any pupils identified as having a medical condition.

4. Equal opportunities

North Petherton Community Primary School is 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 will 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 we are informed that a pupil has a medical need, the following process will be followed to decide whether the pupil requires an Individual Health Care Plan. The school will make every effort to ensure that arrangements are in place within 2 weeks.

a) Parent or healthcare professional informs the school that the child has:

- a short-term illness
- has a new diagnosis
- is due to return to school after a long term illness

b) Office staff will inform the relevant staff / SENDCo

c) The SENDCo or other relevant member of staff will arrange a meeting to discuss the child's needs

d) The school will hold a meeting with the following people to discuss and agree on the need for an Individual Health Care Plan

- Key school staff
- The child and parents
- This may include relevant healthcare professionals

e) Develop an Individual Health Care Plan

f) Identify school staff training needs and organise training

g) Healthcare professionals will deliver training and sign off school staff as 'competent' with an agreed review date

h) Implement the Individual Health Care Plan and circulate to all relevant staff

i) Provide information to staff

j) Review the Health Care Plan annually or when the child's condition changes

6. Individual healthcare plans

The Head Teacher has overall responsibility for the development of IHPs for pupils with medical conditions. Nic van Cole – SENDCO ensures these are reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Another member of staff may carry out the review process.

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 Teacher will make the final decision.

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

IHPs will be linked to, or become part of, any Education, Health and Care (EHC) plan. If a pupil has SEND but does not have an EHC plan, the SEND 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 governing board, J Nicolaides (Acting Head Teacher) and Nic van Cole (Acting Deputy / SENDCO) 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 Teacher 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 – please see the school office

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. 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 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.

7.2 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 (letters and proof of appointments will be required)

- 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

- 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.

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 the Head Teacher and the SENCO. 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 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.

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.

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 which is covered through the LA.

The LA fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment, have been provided with adequate training and are following the LA's guidelines for the purposes of indemnity. The administration of medicines falls within this definition; hence, staff can be re-assured about the protection their employer 11 provides. The indemnity would cover the consequences that may arise if an incorrect dose is inadvertently given or where the administration is overlooked. In practice, indemnity means that the LA and not the employee will meet the cost of damages should a claim for negligence be successful. It is very rare for school staff to be sued for negligence instead an action will usually be between the parents and the employer.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Head Teacher, Deputy Head or SENDCO in the first instance. If they 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.

14. Links to other policies

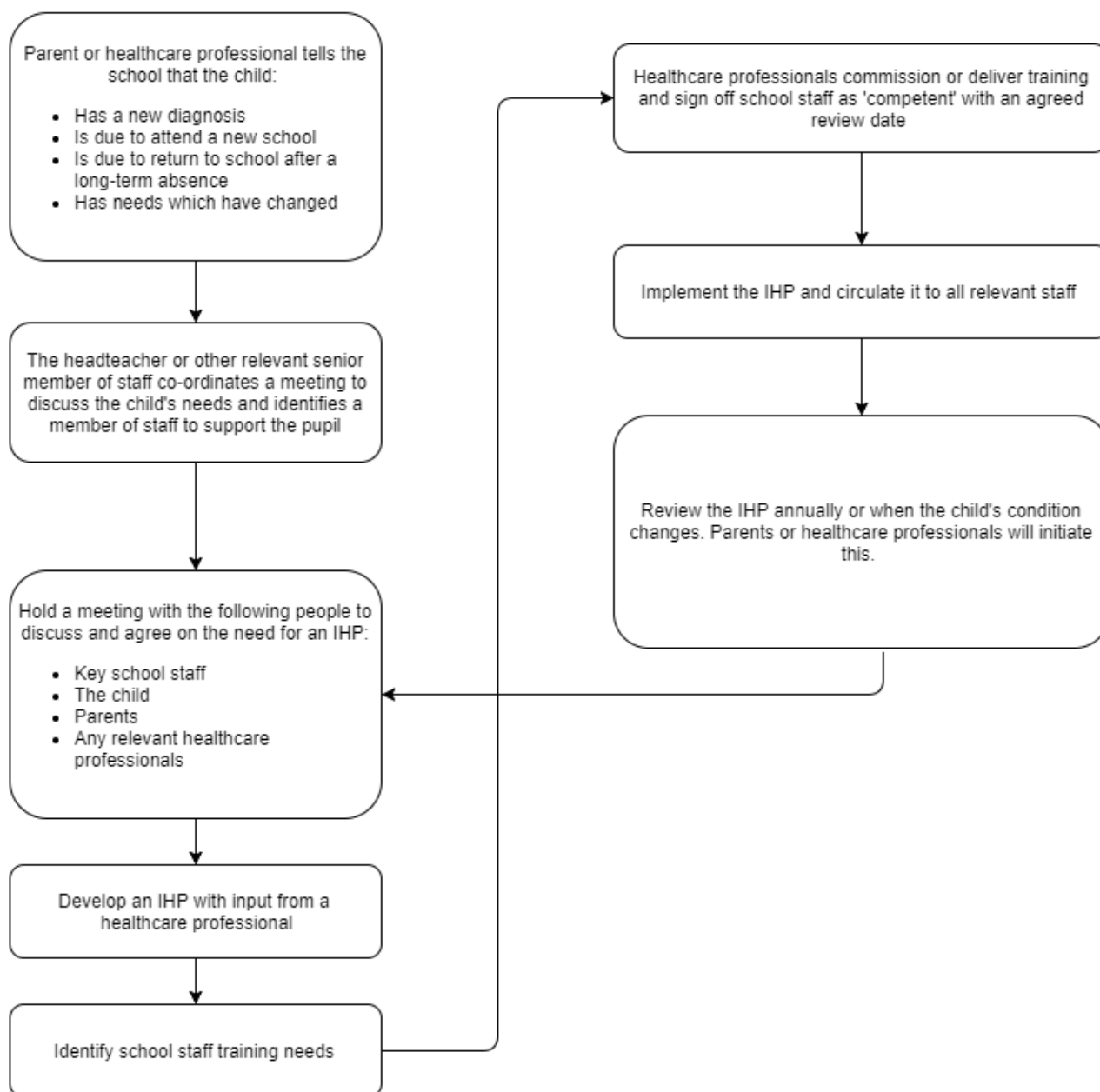
This policy links to the following policies:

- Accessibility plan

- Complaints

- Equality
- First aid
- Health and safety
- Safeguarding
- Special Educational Needs policy and information report

Appendix 1: Being notified a child has a medical condition



Appendix 2 Individual Health Care Plan (IHCP)



Section A Personal Details

NORTH PETHERTON PRIMARY SCHOOL

INDIVIDUAL HEALTH CARE PLAN

This plan should be used for children who have a complex health need

Name of Child

Date of Birth

Medical Condition

Section B Medical Needs

Description of Medical needs

Medication and dose (please include all medication even if it is not administered in school)

Section C Emergency Treatment

What constitutes a medical emergency?

What action should be taken in an emergency?

Section D Consents and Permissions

	Emergency Contact 1	Emergency Contact 2	Emergency Contact 3
Name			
Relationship			
Parental Responsibility			
Contact Phone number			

	Name	Contact Details
GP		
GP surgery		
Hospital Link		
Hospital		

- I give consent for this information to be shared with relevant adults in the school setting
- I will provide school with copies of relevant medical information
- I will provide school with in date, labelled prescription medication (if needed)
- I will update school with any changes to my child's medical condition
- I give consent for my child's picture to be displayed to outline their medical condition
- I give consent for my child to receive emergency medical treatment

Signed (Parent/Carer)		Date
Signed (School representative)		Date

**IN A MEDICAL EMERGENCY THIS FORM SHOULD BE HANDED TO
THE EMERGENCY SERVICES**



Appendix 3 Asthma card

Section A Personal Details

NORTH PETHERTON PRIMARY SCHOOL	
ASTHMA CARD	
This form should be used for parents to notify school when a child has asthma	
Name of Child	
Date of Birth	
Medical Condition	ASTHMA

Section B Triggers (What things make your child's asthma worse?)

- | | | | | | |
|----------|--------------------------|------------|--------------------------|---------|--------------------------|
| Pollen | <input type="checkbox"/> | Anxiety | <input type="checkbox"/> | Weather | <input type="checkbox"/> |
| Exercise | <input type="checkbox"/> | Stress | <input type="checkbox"/> | Heat | <input type="checkbox"/> |
| Cold/Flu | <input type="checkbox"/> | Excitement | <input type="checkbox"/> | Cold | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | | | |

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Section C Symptoms and Treatments

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medication below. After treatment or as soon as they feel better they can return to normal activity.

Name of medicine held in school	Expiry Date

	Signs of an attack	Treatment
Mild asthma attack		
Severe asthma attack		

Section D Consents and Permissions

	Emergency Contact 1	Emergency Contact 2	Emergency Contact 3
Name			
Relationship			
Parental Responsibility			
Contact Phone number			

	Name	Contact Details
GP		
GP surgery		
Hospital Link		
Hospital		

I give consent for this information to be shared with relevant adults in the school setting

I have a yearly appointment with the asthma nurse and enclose a copy of the asthma plan

I will provide school with copies of relevant medical information

I will provide school with in date, labelled prescription medication (if needed)

I will update school with any changes to my child's medical condition

I give consent for my child to receive emergency medical treatment

I give consent for my child's picture to be displayed to outline their medical condition

I give consent for my child to be given the emergency reliever inhaler and spacer in an emergency

Signed (Parent/Carer)		Date
Signed (School representative)		Date

**IN A MEDICAL EMERGENCY THIS FORM SHOULD BE HANDED TO
THE EMERGENCY SERVICES**

Appendix 4 Allergy card



Section A Personal Details

NORTH PETHERTON PRIMARY SCHOOL

CONFIDENTIAL

Allergy Care Plan

This plan should be used for children who can easily come into contact with their allergen in the school environment and may require medical treatment

Name of Child

Date of Birth

Allergic to

Section B Medical Needs

Triggers

Section C Symptoms and Treatments

Name of medicine held in school:

	Symptoms	Treatment
Mild reaction		
Severe reaction		

Section D Consents and Permissions

	Emergency Contact 1	Emergency Contact 2	Emergency Contact 3
Name			
Relationship			
Parental Responsibility			
Contact Phone number			

	Name	Contact Details
GP		
GP surgery		

- I give consent for this information to be shared with relevant adults in the school setting
- I will provide school with copies of relevant medical information
- I will provide school with in date, labelled prescription medication (if needed)
- I will update school with any changes to my child's medical condition
- I give consent for my child's picture to be displayed to outline their medical condition
- I give consent for my child to receive emergency medical treatment

Signed (Parent/Carer)		Date
Signed (School representative)		Date

IN A MEDICAL EMERGENCY THIS FORM SHOULD BE HANDED TO THE EMERGENCY SERVICES