



# Hagley Primary School

## Supporting Pupils with Medical Conditions Policy

**Updated by:** Rose Birmingham

**Date:** July 2025

**Date of review:** July 2026

**Responsible member of staff:** Vanessa Payne

**Signature:**

A handwritten signature in purple ink, appearing to read 'RCCore', is written above a horizontal dotted line.

*(Chair of governors)*

**Signature:**

A handwritten signature in black ink, reading 'Vanessa Payne', is written above a horizontal dotted line.

*(Head Teacher)*

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils with medical conditions.

### **Aims**

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

### **Procedure**

The person named above is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are trained.
- All relevant staff are made aware of a child's condition.
- Cover arrangements in the case of staff absence.
- Supply teachers are briefed.
- Risk assessments for visits and activities out of the normal timetable are carried out.
- Individual healthcare plans are monitored (at least annually).
- Transitional arrangements between schools are carried out.
- If a child's needs change, the above measures are adjusted accordingly.

Where children are joining HPS at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

### **Individual Healthcare Plan (IHPs)**

The following information should be considered when writing an individual healthcare plan:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication and other treatments.
- Dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements.
- Who in school needs to be aware of the child'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 (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- Separate arrangements or procedures required for school trips or other activities outside of the normal school timetable that will ensure the child can participate confidentially.
- What to do if a child refuses to take medicine or carry out a necessary procedure.

- What to do in an emergency, who to contact and contingency arrangements.
- Where a child has SEN but does not have an Educational, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan.
- The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the head teacher is best placed to take a final view

### **Roles and Responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person.

The school will work collaboratively with any relevant person or agency to provide effective support for the child.

### **The Governing Body**

- Must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions.
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

### **The Head Teacher**

- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Should ensure all staff who need to know are informed of a child's condition.
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured.
- Is responsible for the development of IHPs.
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.

### **School Staff**

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of prescribed medicines, although they cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Staff must not give prescription medicines or undertake health care procedures without appropriate training.

### **School Nurse**

- Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- May support staff on implementing a child's IHP and provide advice and liaison.
- Can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

## **Other Healthcare Professionals**

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing healthcare plans.
- Specialist local teams may be able to provide support for particular conditions (e.g. asthma, diabetes).

## **Pupils**

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.
- After discussion with parents, pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures.
- Wherever possible, pupils should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Pupils may require an appropriate level of supervision.

## **Managing Medicines on School Premises**

Please read the Managing Medicines in School Policy.

## **Record Keeping**

- Risk Assessments should be carried out for any children with an injury that could impede on a normal school day to ensure the pupils inclusion of all activities where safe to do so.
- Parents should be informed if their child has been unwell.

## **Emergency Procedures**

- Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- If a child is taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

## **Day Trips, Residential Visits and Sporting Activities**

- Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate accordingly to their own abilities and with any reasonable adjustments.
- Teachers should carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupil's with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

## **Notes**

The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

The following practice is not acceptable:

- Preventing children from easily accessing their medication and administering it when and where necessary.

- Assuming children with the same condition require the same treatment.
- Ignoring the views of the child, their parents, ignoring medical advice or opinion.
- Sending children home with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP).
- Penalizing children for their attendance record if their absences are related to their medical condition that is recognised under this policy.
- Preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- To require parents to attend school to administer medication or provide medical support to their child, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs).
- Preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child).

### **Complaints**

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