SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

School: Cotsford Primary School

Policy Lead: Miss N Leighton, Headteacher / Designated Medical Conditions Lead

Approved by: Cotsford Primary Governing Body

Date approved: 3.11.2026

Review date: November 2027

Policy review frequency: At least annually, and sooner if required

Related policies: Allergy Safety Policy; First Aid Policy; Safeguarding and Child Protection Policy; SEND Policy; Attendance Policy; Educational Visits Policy; Health and Safety Policy; Behaviour and Anti-Bullying Policy; Data Protection Policy.

1. Introduction and Policy Statement

Cotsford Primary School is committed to supporting pupils with medical conditions so that they can attend school safely, participate fully in education and achieve their potential.

The school recognises that some pupils have medical conditions which may be short-term, long-term, complex or potentially life-threatening. These conditions may affect a pupil's attendance, learning, physical activity, emotional wellbeing and participation in everyday school life.

The school will make appropriate arrangements to support pupils with medical conditions in accordance with the Department for Education's statutory guidance, *Supporting pupils at school with medical conditions*, and relevant legislation.

The school will work in partnership with pupils, parents and carers, healthcare professionals, the governing body and other relevant services to ensure that individual needs are understood and appropriate support is provided.

No pupil with a medical condition will be prevented from attending school or participating in school activities solely because the school needs to make arrangements to support their medical needs. The school will consider individual circumstances and take reasonable steps to ensure that pupils can access education safely and without unnecessary disadvantage.

This policy applies to pupils with medical conditions, whether their needs are managed through medication, additional supervision, healthcare procedures, emergency treatment or other reasonable adjustments.

2. Aims and Objectives

The aims of this policy are to:

- Ensure pupils with medical conditions receive appropriate support while at school.
- Enable pupils to attend school regularly and access the full curriculum wherever possible.
- Ensure appropriate arrangements are in place for the administration and management of medication.
- Ensure Individual Healthcare Plans are prepared where needed.
- Ensure staff understand their responsibilities and receive appropriate training.
- Ensure pupils can participate in PE, educational visits, residential trips, clubs and other school activities.
- Ensure emergency procedures are clear and effective.
- Promote pupils' independence and confidence in managing their medical conditions in an age-appropriate way.
- Protect pupils' dignity, privacy and emotional wellbeing.

- Ensure parents, carers and healthcare professionals are involved in planning and reviewing support.
- Ensure appropriate arrangements are in place for pupils with medical conditions who are absent from school.

3. Legal and Guidance Framework

This policy is informed by the following legislation and guidance, as applicable:

- Children and Families Act 2014, including section 100.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Data Protection Act 2018 and UK General Data Protection Regulation.
- Department for Education statutory guidance: *Supporting pupils at school with medical conditions*.
- Relevant safeguarding, special educational needs and disability guidance.
- Department for Education statutory guidance on allergy safety in schools.

The school will have regard to relevant statutory guidance when developing, implementing and reviewing its arrangements.

This policy should be read alongside the school's separate Allergy Safety Policy, which sets out specific arrangements for pupils with allergies, including allergy awareness, allergen risk management, adrenaline auto-injectors and responses to anaphylaxis.

4. Roles and Responsibilities

4.1 Governing Body

The governing body will ensure that appropriate arrangements are in place to support pupils with medical conditions.

Its responsibilities include:

- Ensuring that a suitable policy is in place and regularly reviewed.
- Ensuring that the policy is readily accessible to parents, carers and staff.
- Ensuring that the policy is implemented effectively.
- Ensuring that sufficient staff receive appropriate training.
- Ensuring that pupils' needs are considered when planning school provision.
- Monitoring the effectiveness of arrangements for pupils with medical conditions.
- Ensuring that the school seeks appropriate advice from healthcare professionals where necessary.

4.2 Headteacher

The headteacher has overall responsibility for implementing this policy and ensuring that appropriate procedures are in place.

The headteacher will:

- Ensure that the school identifies pupils with medical conditions and assesses their support needs.
- Ensure that Individual Healthcare Plans are developed where appropriate.
- Ensure that relevant staff know which pupils they are responsible for supporting.
- Ensure that suitable arrangements are in place for medication storage and administration.
- Ensure that staff receive appropriate training before undertaking responsibilities for which training is required.
- Ensure that sufficient trained staff are available to support pupils, including during staff absence and school activities.
- Ensure that emergency procedures are understood and followed.
- Liaise with parents, carers, healthcare professionals and other agencies as appropriate.
- Ensure that medical information is handled confidentially.
- Ensure that incidents involving medical conditions are recorded and reviewed.
- Ensure that reasonable adjustments are considered so that pupils can participate fully in school life.

4.3 Designated Medical Conditions Lead

The school will appoint a designated member of staff to coordinate arrangements for pupils with medical conditions.

Designated lead: Miss N Leighton, Headteacher

The designated lead will:

- Maintain oversight of pupils' medical support arrangements.
- Coordinate the preparation and review of Individual Healthcare Plans.
- Ensure that relevant staff can access necessary medical information.
- Coordinate communication with parents and carers.
- Liaise with healthcare professionals where appropriate.
- Maintain oversight of medication records and checking procedures.
- Coordinate training records and identify training needs.

- Ensure that medical needs are considered when planning trips, events and activities.
- Monitor the implementation of healthcare plans.
- Report concerns and recommend improvements to the headteacher.

Miss L Hutton, deputy designated lead, will ensure continuity when the designated lead is absent.

4.4 Teachers and Support Staff

All staff have a responsibility to understand this policy and follow the procedures relevant to their role.

Staff must:

- Be aware of pupils with medical conditions whom they teach or supervise.
- Follow relevant Individual Healthcare Plans and emergency instructions.
- Know how to summon help in an emergency.
- Ensure that pupils are not unnecessarily excluded from lessons or activities because of their medical needs.
- Consider medical needs when planning classroom activities, PE and educational visits.
- Maintain appropriate confidentiality.
- Report changes in a pupil's condition or concerns about their support arrangements.
- Report medication errors, incidents and near misses promptly.

Staff who have agreed to administer medication or undertake healthcare procedures must have received the appropriate training and be competent to carry out those duties.

4.5 Parents and Carers

Parents and carers are expected to:

- Inform the school of their child's medical condition and support needs.
- Provide accurate and up-to-date medical information.
- Provide prescribed medication and replacement medication where agreed.
- Provide relevant healthcare plans, instructions and emergency contact details.
- Inform the school of changes to medication, treatment or medical advice.
- Work with the school to develop and review Individual Healthcare Plans.

- Ensure that medication supplied to the school is appropriately labelled and in date.
- Inform the school if their child experiences a significant change in their medical condition.

The school will work collaboratively with parents and carers to establish arrangements that meet the pupil's needs.

4.6 Pupils

Pupils will be involved in discussions about their medical support in a way that is appropriate to their age, understanding and individual circumstances.

Where appropriate, pupils will be encouraged to:

- Understand their medical condition.
- Communicate their needs and concerns.
- Participate in decisions about their care.
- Develop independence in managing their condition.
- Follow agreed healthcare advice.
- Seek help when they feel unwell or notice a change in their condition.

Pupils will not be expected to manage medical risks independently where adult support is required.

4.7 Healthcare Professionals and Other Agencies

The school may seek advice from appropriate healthcare professionals, including school nurses, GPs, specialist nurses and other relevant practitioners.

Healthcare professionals may contribute to the development and review of healthcare plans, provide clinical advice and identify training or support requirements.

Where a pupil requires care beyond the school's existing expertise, the school will work with the family and relevant professionals to establish appropriate arrangements.

5. Identifying Pupils with Medical Conditions

The school will take appropriate steps to identify pupils who have medical conditions requiring support.

Information may be obtained through:

- Admission and enrolment procedures.
- Information provided by parents and carers.
- Discussions with pupils.

- Information from previous educational settings.
- Healthcare plans or instructions supplied by healthcare professionals.
- Updates received during the school year.

Parents and carers will be encouraged to inform the school as soon as possible when a medical condition is diagnosed or when a pupil's needs change.

The school will ensure that relevant information is recorded securely and made available to staff who need it to support the pupil safely.

Where a pupil develops a medical condition during the school day, staff will respond appropriately, seek medical assistance when necessary and inform the headteacher or designated lead.

6. Individual Healthcare Plans

6.1 Purpose of an Individual Healthcare Plan

An Individual Healthcare Plan (IHP) is a document which explains the support required by an individual pupil to manage their medical condition safely while at school.

Not every pupil with a medical condition will require an IHP. The school will assess individual circumstances and determine whether a written plan is necessary.

An IHP may be appropriate where a pupil has complex medical needs, requires regular medication or healthcare procedures, needs emergency treatment, or requires specific arrangements beyond those generally available.

The school will consider relevant medical advice and the views of the pupil and their parents or carers when deciding what arrangements are required.

6.2 Developing an Individual Healthcare Plan

Where an IHP is required, the school will work with the pupil, parents or carers, relevant staff and healthcare professionals as appropriate.

The plan should include, where relevant:

- The pupil's name, class and relevant medical information.
- Details of the medical condition and its impact on the pupil.
- Medication required during the school day.
- Dosage, timing and administration instructions, where applicable.
- Symptoms that staff should recognise.
- Emergency procedures and when to seek medical assistance.
- Arrangements for storing and accessing medication.
- Staff responsibilities.

- Required healthcare procedures or additional supervision.
- Arrangements for PE, educational visits and other activities.
- Reasonable adjustments and support with attendance and learning.
- Contact arrangements for parents, carers and healthcare professionals.
- Any relevant training requirements.

The plan must be clear enough for appropriate staff to understand what action is required in routine and emergency situations.

6.3 Reviewing Individual Healthcare Plans

IHPs will be reviewed when:

- The pupil's medical condition or support needs change.
- Medication or treatment arrangements change.
- New healthcare advice is received.
- An incident identifies a need to amend the plan.
- The school, parents or relevant healthcare professionals identify that a review is necessary.

Plans will also be reviewed periodically to ensure that the information remains accurate and practical.

Where a pupil has an allergy and a healthcare professional has issued an Allergy Action Plan, the IHP should refer to or include the relevant action plan. The school's Allergy Safety Policy must also be followed.

7. Medication Management

The school will establish clear procedures for the receipt, storage, administration, recording and disposal of medication.

Medication will only be administered by staff in accordance with the school's procedures, the relevant healthcare instructions and the arrangements agreed for the pupil.

7.1 Supplying Medication

Where medication is required during the school day, parents or carers must provide the medication and relevant instructions as agreed with the school.

Medication should:

- Be supplied in its original packaging where practicable.
- Be clearly labelled with the pupil's name.

- Include the dosage and administration instructions.
- Be within its expiry date.
- Be accompanied by any required written authorisation or healthcare instructions.

The school will clarify any uncertainty with parents or carers and, where necessary, an appropriate healthcare professional before administering medication.

7.2 Storage of Medication

Medication will be stored securely and in accordance with the manufacturer's instructions and the pupil's healthcare needs.

Storage arrangements will ensure that medication is protected from unauthorised access while remaining accessible to authorised staff when needed.

Emergency medication must be available promptly and must not be stored in a way that could cause dangerous delays.

Medication requiring refrigeration or other specific storage conditions will be managed appropriately.

7.3 Administration of Medication

Staff will administer medication only where appropriate arrangements have been agreed and they have received any necessary training.

Before administering medication, staff must check the relevant instructions, the pupil's identity, the medication and the prescribed dose and timing.

A record will be made of medication administered in accordance with the school's procedures.

If staff are uncertain about the medication or instructions, they must seek clarification rather than make assumptions.

7.4 Refusal to Take Medication

If a pupil refuses medication, staff must not force the pupil to take it.

Staff should follow the pupil's healthcare plan, inform the designated lead and contact parents or carers as appropriate.

If the medication is essential or the refusal presents an immediate health risk, staff must follow the relevant emergency instructions and seek medical advice where necessary.

7.5 Medication Errors

Any medication error, including an incorrect dose, missed dose or administration to the wrong pupil, must be reported immediately to the headteacher or designated lead.

Appropriate medical advice must be sought promptly, depending on the nature of the error.

Parents or carers must be informed as appropriate, and the incident must be recorded and reviewed to identify any necessary improvements.

7.6 Expired or Unused Medication

The school will monitor expiry dates and remind parents or carers when replacement medication is needed.

Expired or unused medication will be returned to parents or carers for safe disposal, or disposed of through an appropriate procedure.

The school will ensure that medication required for emergency treatment is replaced promptly following use.

8. Staff Training and Competence

The school will ensure that staff who support pupils with medical conditions receive appropriate training.

Training needs will be identified according to the needs of individual pupils and the duties staff are expected to perform.

Training may include:

- General awareness of medical conditions.
- Recognising symptoms and signs of deterioration.
- Administering prescribed medication.
- Managing asthma and inhaler use where relevant.
- Responding to seizures.
- Diabetes management, where applicable.
- Supporting pupils with complex healthcare needs.
- Recognising and responding to anaphylaxis.
- Following emergency procedures.
- Recording medication and incidents.

Staff must not undertake healthcare procedures for which they have not received the necessary training or where they are not confident and competent to carry them out.

Training will be provided before staff take on relevant responsibilities and refreshed as necessary.

The school will maintain records of staff training, including the date of training, the subject covered and any refresher training required.

The school will ensure that sufficient appropriately trained staff are available to cover foreseeable absences and school activities.

9. Emergency Procedures

The school will ensure that procedures are in place to respond to medical emergencies.

Staff must take immediate action if a pupil becomes seriously unwell or experiences symptoms that may indicate a medical emergency.

Depending on the circumstances, staff must:

1. Assess the immediate situation and summon help.
2. Follow the pupil's IHP and relevant emergency instructions.
3. Call 999 where the pupil's condition indicates an emergency.
4. Administer prescribed emergency medication where appropriate and in accordance with training and the relevant instructions.
5. Ensure that the pupil is supervised and kept as safe and comfortable as possible while awaiting assistance.
6. Arrange for a member of staff to meet emergency services.
7. Inform parents or carers as soon as practicable without delaying emergency treatment.
8. Record the incident and notify the headteacher or designated lead.

Staff must not delay calling emergency services when urgent medical assistance is required.

Following an emergency, the school will review the incident, check that medication has been replaced where necessary, and consider whether the pupil's IHP or risk assessment requires amendment.

10. Pupils' Participation in School Life

The school recognises that pupils with medical conditions should have access to the same educational opportunities as their peers wherever possible.

Medical conditions should not automatically prevent a pupil from participating in:

- Classroom learning and the wider curriculum.
- Physical education and sport.
- School clubs and enrichment activities.
- Educational visits and residential trips.
- School performances and events.
- Playtime, lunchtime and other social activities.

Where adjustments are required, the school will work with the pupil, parents or carers and relevant professionals to identify suitable arrangements.

Staff must consider medical needs when planning lessons and activities, including the availability of medication, supervision, access to facilities and emergency arrangements.

Any restriction on participation must be based on the pupil's individual needs and a considered assessment of risk, rather than a blanket assumption that pupils with medical conditions cannot take part.

11. Educational Visits and Residential Trips

The school will make appropriate arrangements to support pupils with medical conditions during educational visits, residential trips and other off-site activities.

Before a visit, the responsible staff member will review relevant healthcare plans and consider:

- The pupil's medical needs.
- Medication and emergency treatment requirements.
- Staff training and the availability of competent staff.
- Access to medical facilities and emergency services.
- Transport, accommodation and catering arrangements.
- The nature and location of activities.
- Any additional supervision or reasonable adjustments required.

Medication and healthcare information must accompany the pupil where necessary.

Parents or carers will be consulted about arrangements where appropriate.

The school will make reasonable adjustments to enable pupils with medical conditions to participate safely. A pupil will not automatically be excluded from a visit because they have a medical condition.

Where a significant risk is identified, the school will work with the family and relevant professionals to identify suitable adjustments or alternative arrangements.

12. Confidentiality and Information Sharing

Medical information is sensitive personal information and must be handled confidentially.

The school will maintain secure records of pupils' medical conditions and healthcare arrangements.

Information will be shared with staff who need it to support the pupil safely and effectively. This may include class teachers, teaching assistants, lunchtime supervisors, first aiders, trip leaders and other relevant staff.

The school will:

- Store medical information securely.
- Limit access to those who need the information for their role.
- Ensure relevant staff know where to find emergency instructions.
- Share necessary information with healthcare professionals and emergency services where appropriate.
- Respect pupils' dignity and privacy.
- Follow applicable data protection requirements.

Confidentiality must not prevent staff from accessing information necessary to protect a pupil's health or respond to an emergency.

13. Inclusion, Equality and Wellbeing

The school is committed to ensuring that pupils with medical conditions are treated fairly and with respect.

The school will consider its responsibilities under the Equality Act 2010 and make reasonable adjustments where required.

Support arrangements will take account of the impact a medical condition may have on a pupil's learning, attendance, confidence, friendships and emotional wellbeing.

The school will:

- Listen to pupils' views and concerns.
- Work with parents and carers to understand the pupil's needs.
- Avoid unnecessary restrictions or exclusion from activities.
- Consider reasonable adjustments to the curriculum and school routines.
- Address bullying, harassment or discrimination related to a medical condition.
- Encourage pupils to develop independence in managing their condition where appropriate.
- Promote a supportive environment in which pupils can seek help without embarrassment.

Where a pupil requires additional support with learning or participation, the school will consider this through its usual inclusion and SEND arrangements where relevant.

14. Attendance and Medical Absence

The school recognises that some medical conditions may affect a pupil's ability to attend regularly or may result in periods of absence.

Where a pupil is absent because of a medical condition, the school will work with parents or carers to understand the pupil's needs and consider appropriate support.

Where necessary, the school will consider:

- Reasonable adjustments to support attendance.
- Temporary arrangements for returning to school.
- Support with missed learning.
- Communication with healthcare professionals, where appropriate.
- A phased or supported return where this is suitable.
- Arrangements for education where a pupil is unable to attend school for an extended period.

Where a pupil cannot attend school because of health needs, the school will consider its responsibilities and work with the local authority and relevant services in accordance with applicable guidance.

The school will seek to maintain the pupil's connection with school and support their return to education when appropriate.

15. Record Keeping

The school will maintain appropriate records relating to pupils' medical needs and the support provided.

Records may include:

- Medical information provided by parents or carers.
- Individual Healthcare Plans.
- Prescribed medication details.
- Written authorisations and administration instructions.
- Records of medication administered.
- Staff training and competency records.
- Records of medical incidents and emergency responses.
- Communication with parents, carers and healthcare professionals.
- Reviews and amendments to healthcare plans.

Records will be kept securely and retained in accordance with the school's data protection and record retention arrangements.

16. Complaints and Concerns

Parents and carers who have concerns about the support provided to a pupil with a medical condition should raise them with the class teacher, designated Medical Conditions Lead or headteacher, as appropriate.

The school will seek to resolve concerns promptly and collaboratively.

Where a concern cannot be resolved informally, it may be raised through the school's formal complaints procedure.

Any concern that a pupil's health or safety is at immediate risk must be reported to the headteacher or another appropriate member of staff without delay.

17. Monitoring and Review

The headteacher and designated Medical Conditions Lead will monitor the effectiveness of this policy.

Monitoring may include:

- Reviewing Individual Healthcare Plans.
- Checking medication storage and recording arrangements.
- Reviewing staff training records.
- Seeking feedback from pupils and parents or carers.
- Reviewing medical incidents and medication errors.
- Assessing whether pupils can participate fully in school activities.
- Identifying areas for improvement.

The policy will be reviewed at least annually and sooner where changes in legislation, statutory guidance, school arrangements or pupils' needs make this necessary.

Any changes will be approved through the school's established governance arrangements and communicated to relevant staff and families.