



# Supporting Pupils at School with Medical Conditions Policy

Approved by:

Date: 1<sup>st</sup> September 2025

<b>Last reviewed:</b>	September 2025
<b>Next review due by:</b>	September 2026

This policy has been updated to reflect the most recent statutory guidance from the Department for Education (first published 2014, last updated August 2017) alongside relevant updates to safeguarding guidance (2025) and current SEND system reform proposals.

### **Purpose**

- King George V Primary School wishes to ensure that pupils with medical conditions (physical and mental) are supported to participate fully in school life, remain healthy, and achieve academically.
- 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.
- This policy reflects current legislative context, including responsibilities under the Children and Families Act 2014, Equality Act 2010, and Keeping Children Safe in Education 2025.

### **The school aims to:**

- Assist parents in providing medical care for their children;
- Educate staff and children in respect of special medical needs;
- Arrange training for volunteer staff to support individual pupils;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible, so that all pupils with medical conditions are able to participate in all aspects of school life
- Monitor and keep appropriate records

### **Definitions**

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities, whilst they are on a course of medication
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

### **Legislative and Policy Framework**

- Children and Families Act 2014 - Section 100 duty to support pupils with medical conditions.

- Equality Act 2010 - Duty to avoid discrimination and make reasonable adjustments.
- Keeping Children Safe in Education (2025) - emphasises vulnerability of pupils with health conditions in safeguarding practices.
- SEND System Reform Proposals - potential future changes to EHCPs and mainstream interventions.
- Increased funding - £740 million (2024) to expand mainstream support infrastructure for pupils with medical conditions and SEND.

## **Roles and Responsibilities**

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body of King George V Primary School is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to

support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.

- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

The SENCo under direction of the Head Teacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Consulting the school Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/care.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.
- Monitoring care plans and medication to ensure they are up to date.
- Ensuring medical records are accessible to staff and kept up to date.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with care plans and procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Knowing where controlled drugs (EpiPens, inhalers, prescribed medication etc) are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

#### School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP.
- Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support.
- Assisting the Headteacher/SENDCo in identifying training needs and providers of training.

#### Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

#### Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP.

- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

### **Individual Healthcare Plans (IHPs)**

- Developed in partnership with pupil, parents, healthcare professionals, and school staff.
- Include details of condition, required support, medication, and emergency procedures.
- Reviewed at least annually or after significant changes.
- Linked with Education, Health and Care Plans where applicable.

### **Medication and Treatment**

- Written parental consent required before administration.
- Accurate record-keeping of all medication administered.
- Medicines stored safely and accessibly; emergency medication clearly identified.
- Staff training logs maintained for competence assurance.

### **Training and Staff Competency**

- Identify staff trained to administer specific interventions.
- Provide refresher training regularly and when policy changes occur.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of staff qualified to undertake responsibilities under this policy.

### **Medical conditions register**

- Schools' admissions forms should request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class teacher should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need-to-know basis.
- Parents should be assured data sharing principles are adhered to.

- For pupils on the medical conditions list, key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

### **Risk Assessment and Accessibility**

- Undertake risk assessments for school visits, trips, and activities.
- Plan for accessibility in line with increased funding for mainstream inclusion support.

### **Safeguarding, Behaviour and Reasonable Force**

- Acknowledge increased vulnerability of pupils with medical conditions.
- Ensure proactive behaviour support plans are integrated into IHPs.

### **Policy Implementation and Review**

- Policy reviewed annually or sooner if national guidance or legislation changes.
- Updates communicated clearly to staff, pupils, and parents.