



# Supporting Pupils with Medical Needs Policy

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<b>Review frequency</b>	Triennial	
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<b>Signed by Headteacher</b>	Kate Baskeyfield	<i>Kate Baskeyfield</i>
<b>Signed by Chair of Governors</b>	William Moore	<i>W Moore</i>

Document control	
<b>Policy title</b>	Supporting Pupils with Medical Needs Policy
<b>Last reviewed</b>	30/09/25
<b>Written by</b>	Kate Baskeyfield (Based on Trafford Model Policy and Procedure)
<b>Approved by</b>	Full Governing Body
<b>Recorded at</b>	FGB Meeting
<b>Date of meeting</b>	30/09/25
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<b>Status</b>	Statutory
<b>Published on website</b>	Yes
<b>Amendments</b>	This policy is the Trafford model policy. Updates will be made as recommended by Trafford.

Any questions about the content of this policy?

- If you are a member of staff – speak with your line manager or a member of SLT.
- If you are a parent / carer – please contact the school office on 0161 748 186.
- If you are another interested party – contact the school office as above.

Kingsway Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1<sup>st</sup> September 2014.

This policy should be read in conjunction with the Intimate Care Policy, Health and Safety Policy, Asthma Policy, SEND Policy, and Allergies Policy.

'Medical condition' for these purpose is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

### 1) Key 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 (IHCPs) 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 is responsible for:

- 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 full academic potential.
- Ensuring the policy 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/nationality/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 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 emergencies.
- **The designated governor for children with additional needs is Elizabeth Dunstan.**

The Headteacher is responsible for:

- Drafting and making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing IHCPs.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering this policy. Ensuring more than one staff member is identified to cover holidays/absences and emergencies.
- Continuous two-way liaison with school nurses and school in 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.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarizing themselves with procedures, which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
- Knowing where and how controlled drugs are stored.
- 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 medical responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location.
- Recording incidents in the accident book.
- If a child is sent home or attends hospital as a consequence of an accident, a HS1 form must be completed by the member of staff present at the accident, signed by the Headteacher and sent to Trafford's Health and Safety Unit, Stretford Town Hall, Talbot Road.

School nurses are responsible for:

- Collaborating on developing an IHCP 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 IHCP and then participate in regular reviews of the IHCP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the headteacher 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, including where circumstances change or a diagnosis is made throughout the school year.
- Participating in the development and regular reviews of their child's IHCP.
- 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 IHCP with particular emphasis on, they or a nominated adult, being contactable at all times.

Pupils are responsible for:

- Providing information on how their medical conditions affects them.
- Contributing to their IHCP.
- Complying with the IHCP 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.

## 2) Training of staff

- **Certificate in Administering Medication – Louise Morgan**
- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction and any individual pupils needs which they have agreed to support.
- The clinical lead for each training area/session will be named on any IHCP as required.
- 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 teachers qualified to undertake responsibilities under this policy.

## 3) Medical conditions register/list

- School admissions forms should request information on pre-existing medical conditions. Data collection sheets are sent home annually for parents to update pupil information.
- A medical conditions list or register should be kept, updated and reviewed regularly. 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.
- For pupils on the medical conditions register, transition meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHCP and train staff if appropriate.

## 4) Individual Healthcare Plans (IHCPs)

- Where necessary, an IHCP will be developed in collaboration with the pupil, parents/carers, Headteacher, SENCO and medical professionals.

- IHCPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffroom are inappropriate locations under ICO advice for displaying IHCPs as visitors may enter. If consent is sought from parents, a photograph and instructions may be displayed. However, in the case of conditions with potential life-threatening implications, the information should be available clearly and accessible to everyone.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change.
- Where a pupil has an Education, Health and Care Plan (EHCP), the IHCP will be linked or become part of it.
- Where a child is returning from a period of hospital education or alternative provision, collaboration between the LA/AP provider and school is needed to ensure that the IHCP identifies the support the child needs to reintegrate.

#### 5) Education Health Needs Referrals

- All pupils of compulsory school age who, because of illness lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the LAs duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition, the LA accepts referrals where there is a medical diagnosis from a medical consultant.

#### 6) Medicines

- Where possible, unless advised it would be detrimental to health by a GP, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- Schools should keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- Medications will be stored in the Main office.
- Any medications left over at the end of the course will be returned to the child's parents/carers.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Emergency salbutamol inhaler kits may be kept voluntarily by the school.
- General posters about medical conditions should be visible in the staff room.
- The school cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, the resulting actions will be clearly written into the IHCP which will include informing parents.

## 7) Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## 8) Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice, risk assessments will be undertaken; these will include pupils with any medical conditions. Consultations with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHCP requirements for the school day.
- If children are taking part in a woodland session, all medication should be transported to the woods and personal risk assessments updated.

## 9) Avoiding unacceptable practice

- Preventing children from easily accessing their inhalers and medication and administering their medication where and when necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the school office with an unsuitable escort if they become ill.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## 10) Insurance

Teachers who undertake responsibilities within this policy are covered by the LA/school's insurance as long as they are suitably trained and follow procedures/act in the best interests of the child.



### Appendix 1

#### Permission to Administer Medication Form

The school will cannot give your child medicine unless you complete and sign this form.

Date medication to be taken until/reviewed on:	
Name of child	
Date of Birth	
Year Group	
Medical Condition	

#### Medicine

Name of medicine	
Expiry Date	
Dosage and method	
Timings	
Special precautions	
Side effects	
Self administration Y/N	
Emergency procedure	

**NB: Medicines must be in the original container as dispensed by the pharmacy.**

Name of parent/Relationship	
Telephone No.	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature:

Date:



**Appendix 2  
Individual Healthcare Plan**

Name of school	
Child's name	
Year group	
Date of birth	
Child's address	
Medical condition	
Date	
Review date	

**Family Contact Information**

Name	
Relationship to child	
Phone No. (mobile)	
Phone No. (work)	
Name	
Relationship to child	
Phone No. (mobile)	
Phone No. (work)	

**Clinic/Hospital Contact**

Name	
Phone No.	



**GP**

Name	
Phone No.	
Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

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Daily care requirements

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Specific support for the pupil's education, social and emotional needs

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Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

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Form copied to

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