SUPPORTING CHILDREN WITH MEDICAL & PHYSICAL CONDITIONS & ADMINISTRATION OF MEDICINES POLICY

Approved On:	14th October 2025
Staff:	Headteacher
Notes:	Statutory, Annual review
Level of Approval:	Delegated to the Headteacher
Next Review Date:	**Autumn 2026**

Headteacher: Mrs Kate Collins

a member of

Learning Partners

academy trust

1. 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 governing board will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of pupils' conditions, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant pupils.
- Developing and monitoring individual healthcare plans (IHPs).

The named person with responsibility for implementing this policy is the Headteacher.

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 (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

Sandfield Primary School aims to support any child with medical needs so that they have full access to education, including school trips and physical education.

In making decisions about the support provided we will consider advice from healthcare professionals and listen to and value the views of parents and pupils.

This policy outlines responsibilities and procedures for supporting pupils who have medical needs, and is based upon the Surrey County Council manual "Supporting Children and Young People with Medical Conditions" https://www.surreylocaloffer.org.uk/__data/assets/pdf_file/0005/332339/medical-conditions-v4.pdf

Local arrangements for administering medication will follow the detailed guidance contained within.

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 headteacher

The headteacher (and the Inclusion team) will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans, 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 individual healthcare plans.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact or ask the Inclusion team to contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

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.

Staff who are responsible for supporting pupils with medical conditions need to be trained to do so: the training will be sourced by a suitable provider and be appropriate to the staff/ pupils involved. The training needs to be kept up to date. Medical information should be shared with any cover staff.

Teachers will consider 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.

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 IHP and be involved in writing it.
- 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.
- Give permission for the hospital or doctor to liaise with school if relevant.

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 plans.

3.6 School nurses and other healthcare professionals
Our school nursing service 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. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities
Our 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 to plan for reasonable adjustments that need to happen for pupils with medical conditions are included: pupils, parents and any relevant healthcare professional advice will be considered.

5. Individual healthcare plans
The headteacher has overall responsibility for developing individual healthcare plans (for pupils with medical conditions).

Plans will be reviewed if there is evidence that the pupil's needs have changed.

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 individual healthcare plan. It will be agreed with a healthcare professional and the parents when an individual healthcare plan would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special education needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the individual healthcare plan.
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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, the Headteacher and the SENCo (if applicable) will consider the following when deciding what information to record on individual healthcare plan:

- 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.

- 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.
- 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.

6. 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. **The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**
- Where possible, the school will request that medicines are administered by parents/ carers outside school hours to minimise disruption to teacher and learning time.
- The school will only accept prescribed medicines presented by parents/carers that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- Pupils may be allowed to take responsibility for self-administration of medicines (most commonly inhalers for asthmatic conditions) with written consent from parents/carers.
- When staff administer medicine they will sign a record of what was given, the dose, by whom and the time
- Staff administering medicines must be familiar with the identity of the pupil receiving the medicine, and if the pupil is not known identification must be confirmed by another member of staff or by reference to a photograph.
- All medicines will be stored safely.
- Controlled drugs will be securely stored in a non-portable container and only named staff will have access
- If a pupil refuses to take their medicine, or carry out a necessary procedure, they will not be forced to do so, but this will be recorded and parents/carers will be informed of the refusal as soon as possible on the same day.
- When no longer required medicines will be returned to parents/carers for safe disposal.

7. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' Health Care Plans will 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.

8. Training

Staff will receive suitable and sufficient training to care for the pupil(s) with medical conditions.

The training will be identified during the development or review of individual healthcare plans. 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.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
- Help staff to understand 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. 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 if they are at the school. Parents will be informed if their pupil has been unwell at school. Health Care Plans 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.
The details of the school's insurance policy are:
RPA Membership

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints
Parents and /or carers should speak to the headteacher or SENCo if they want to complain about how their child's medical condition has been supported.

If the matter cannot be resolved, they will direct parents to the school's complaints procedure.

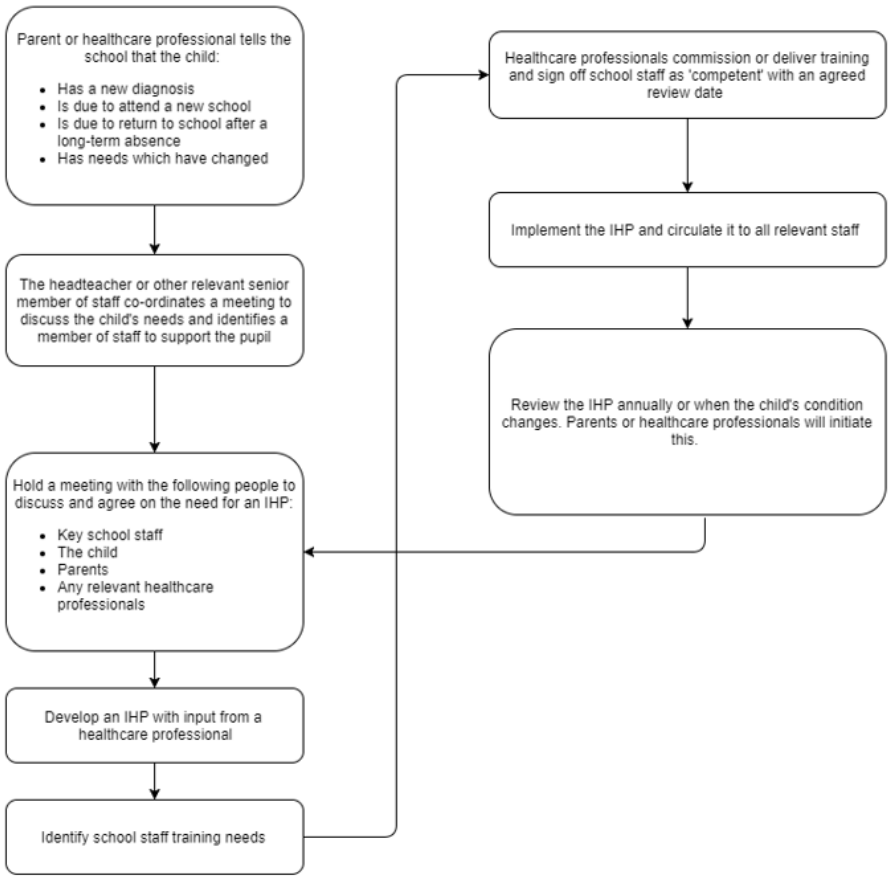
13. Monitoring arrangements
This policy will be reviewed and approved by the governing board.

14. Links to other policies
This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Please refer to the policy library on Sandfield Primary School website for further information:
https://sandfield.surrey.sch.uk/policy-library/

Appendix 1 – being notified a child has an identified medical condition



Appendix 2 - Sandfield Primary School process

1. Diagnosis must be made by Medical / Healthcare Professional.

2. Parent informs school. Letter to support diagnosis to be scanned and filed in electronic pupil file. If the medical condition is a life-threatening condition, the parents complete a Health Care Plan.

4. Individual healthcare plans must be signed by parent(s).

5. Training needs for staff identified with CPD Lead and Headteacher (if applicable).

6. Signed copy of individual healthcare plans is saved on the school information database.

7. Signed copy of individual healthcare plan is sent to all staff via CPOMS.

8. Parents are solely responsible for updating any details and updates on the plan.

9. Parents are solely responsible for keeping medicines in school in date.

10. Office staff put a paper copy of individual healthcare plans and medicine in class grab bags when needed.