



*Excellence for all*

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# Supporting pupils with medical conditions

Policy & Procedure

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## Introduction

Mortimer Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in August 2017 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with special educational needs and disabilities (SEND) and this includes children with medical conditions.

## Aims

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Pupils with medical conditions are appropriately supported to enable them to access the same education as their peers, including school trips and sporting activities

The governing board will oversee this policy via the Head Teacher:

- 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)

## 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.

The policy is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

# **Roles and Responsibilities**

## **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.

## **The Head Teacher**

The head teacher 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 (IHPs), including in contingency and emergencies
- Ensure that all staff who need to know are aware of a pupil's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- 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 pupil's medical needs and that this information is kept up to date

## **Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 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.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. Appropriate staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

## **Parents/Carers**

Parents/carers 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 may be involved in its drafting
- 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

## **Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils may be involved in discussions about their medical support needs and contribute where appropriate to the development of their IHPs. They are also expected to comply with their IHPs.

## **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 where appropriate. This will be before the pupil starts school, wherever possible. They may also support staff to implement a pupil'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.

## **Equal Opportunities**

Our school is clear about the need to actively support pupils with medical conditions in participating in school trips, visits, and sporting activities, without hindering their participation.

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 so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

## **Being notified that a pupil has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place as soon as possible and within four weeks.

See Appendix 1.

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

The head teacher has overall responsibility for the development of IHPs for pupils with medical conditions – Appendix 2. The Senior Leadership Team (SLT) will support in the creation of IHP's. (e.g., coordinating meetings, liaising with external healthcare professionals, ensuring resources are available)

Plans will be reviewed at least annually, or earlier 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 IHP. It will be agreed with a healthcare professional (if involved) and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the head teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional (if involved), such as the school nurse, specialist or Pediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan where necessary. If a pupil has complex medical needs which come under the category of SEND, an IHP may be necessary

The level of detail in the plan will depend on the complexity of the pupil's condition and how much support is needed. The governing board and the Head Teacher/Deputy Head will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects, expiry date and storage)
- 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, counselling sessions
- 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
- Arrangements for written permission from parents/carers and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the regular school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals are entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements

## Managing medicines

Prescription medicines will only be administered:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where the school have parents/carers' written consent – Appendix 3
- A copy of the child's completed parental agreement form will be given to the parent/carers.

Pupils will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication will first check maximum dosages and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- Prescribed to the pupil by a medical professional
- In-date
- Legibly labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- Parent/carer completes the agreement to administer medicine form

All medicines will be stored safely but accessible at all times. Staff will be notified of this location.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required. Allergy & Anaphylaxis medication must be signed out by the parents/carers.

## Paracetamol in school

To support attendance, the school may administer Paracetamol/Calpol to pupils during school time.

The steps to administer:

- Pupil identified as feeling unwell either by the pupil or a member of staff.
- At hand options offered to the pupil such as:
  - Removal of jumper
  - Drink of water
  - Change of seat or location etc
- If providing the pupil with medicine may support them to remain in school, staff will recommend this to Senior Leadership Team (SLT) for final decision
- Parents/Carers then contacted to gain consent
- Administer Paracetamol/Calpol
- Record made of administered medicine

- Pupil observed whilst remaining in school

## Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

All other controlled drugs are kept in a secure cupboard in the Assistant Head Teacher's office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## Pupils managing their own needs

Pupils who are competent and as requested by the parents/carers may take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible in line with the pupil plan and the wishes of the parents/carers. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

## Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments. We acknowledge that, attendance M codes will reduce a pupil's overall attendance percentage, however M codes will always be taken into account relating to any school action for reduced attendance.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their pupil's medical needs that can be reasonably managed by school
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their pupil
- Provide Paracetamol/Calpol without the consent of the parents/carers

## Emergency procedures

Staff will follow the school's normal emergency procedures.

If a medical emergency is identified, help will be requested.

Do not leave the pupil. All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

An emergency could include: severe asthma attack, anaphylaxis reaction, diabetic coma, convulsions

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

## Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be updated as required and the pupil's IHP discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head Teacher / Senior Leader. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

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 so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place on Provision Map.

## 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 school and the staff are covered by public liability insurance or employer's liability insurance, which includes protection for staff assisting with the administration of medication, provided certain conditions are met.

- **Parental Consent:** School must obtain consent from parents/carers for staff to administer medication.
- **Individual Healthcare Plans (IHPs):** These plans outline the student's medical needs and how medication should be administered. Developed in collaboration with healthcare professionals (if involved) and parents/carers.
- **Staff Training:** Staff must receive appropriate training for administering specific medications (e.g. AAI's, insulin). Records of training will be kept.

- **Policy Compliance:** School must follow statutory guidance such as the Department for Education's policy on supporting pupils with medical conditions. Supporting pupils at school with medical conditions

#### What School Should Do

- Maintain clear policies on administering medication.
- Keep detailed records of all medication administered.
- Ensure staff are aware of emergency procedures.
- Regularly review healthcare plans and training needs.

## Complaints

Parents/carers with a complaint about the school's actions in regard to their pupil's medical condition should discuss these directly with the Head Teacher in the first instance. If the Head Teacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

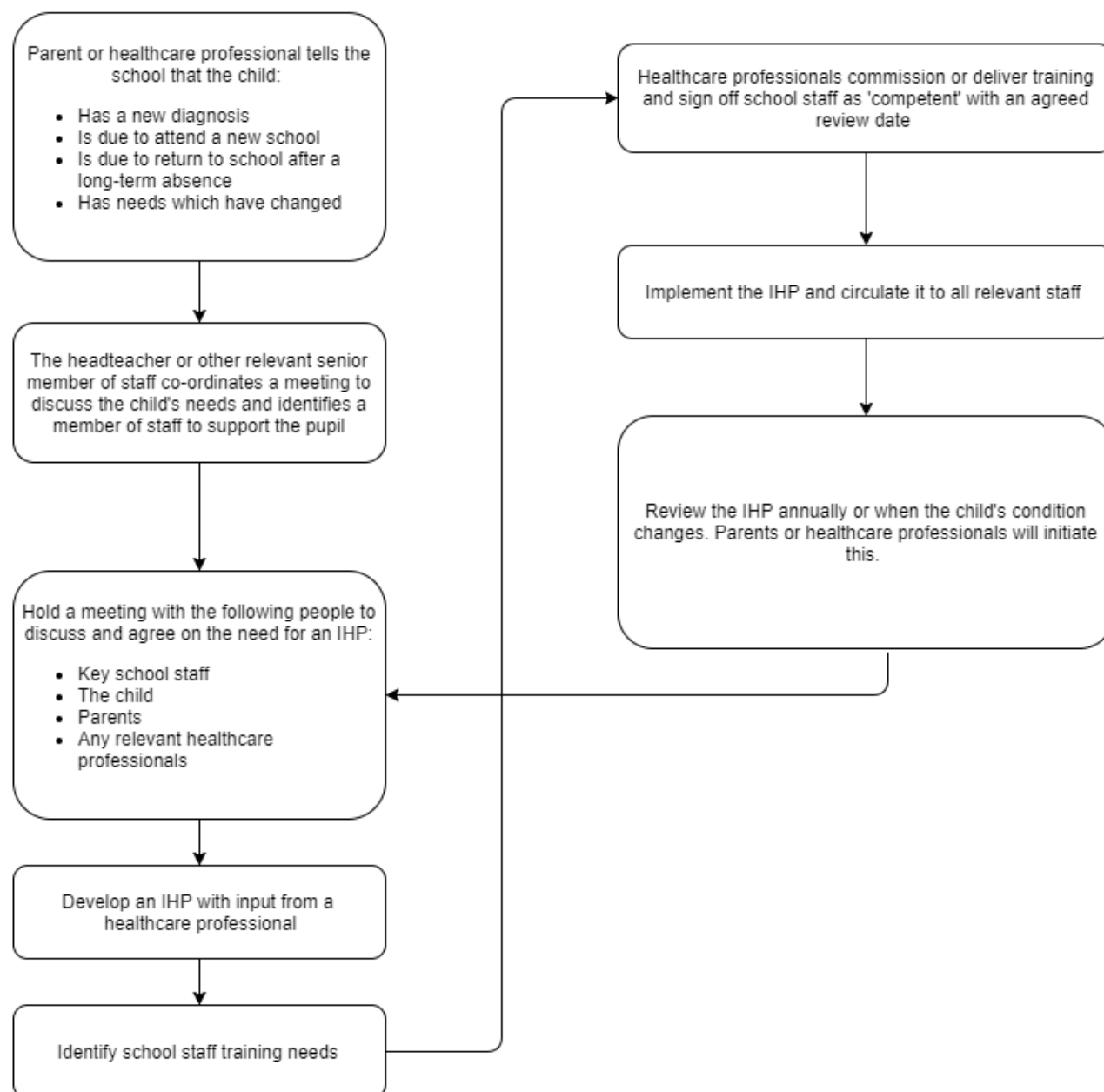
## Links to other policies

This documents compliments the following policies:

- Pupil Allergy and Anaphylaxis
- Complaints
- Equality
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

## Appendix 1

### Appendix 1: Being notified a pupil has a medical condition



Nb. Please note that an IHP may be created without involvement of health care professionals or the child. This includes meetings.



## Appendix 2

### Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

#### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to pupil

Phone no. (work)

(home)

(mobile)

#### Clinic/Hospital Contact

Name

Phone no.

#### G.P.

Name

Phone no.

Who is responsible for providing support in school

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

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

Daily care requirements

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

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

Form copied to

## Appendix 3

### Template B: parental agreement for setting to administer medicine

The school will not give your pupil medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. Further medication can be listed over leaf.

Name of pupil	
Date of birth	
Class	
Medical condition or illness	

#### Medicine #1

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

#### Contact Details

Name	
Daytime telephone no.	
Relationship to pupil	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

#### Sign Out: For Allergy & Anaphylaxis Medication Only

Date of sign out	
Name of Parent/Carer	
Signature	
Medication signed out number(s)	

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**Medicine #2**

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the  
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


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

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**Medicine #3**

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the  
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


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

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**Medicine #4**

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the  
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


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

Approved by Governors:	<b>November 2025</b>
Date of next review:	<b>November 2026</b>

*This policy will be reviewed annually or sooner if national guidance changes or following an incident occurring where appropriate.*