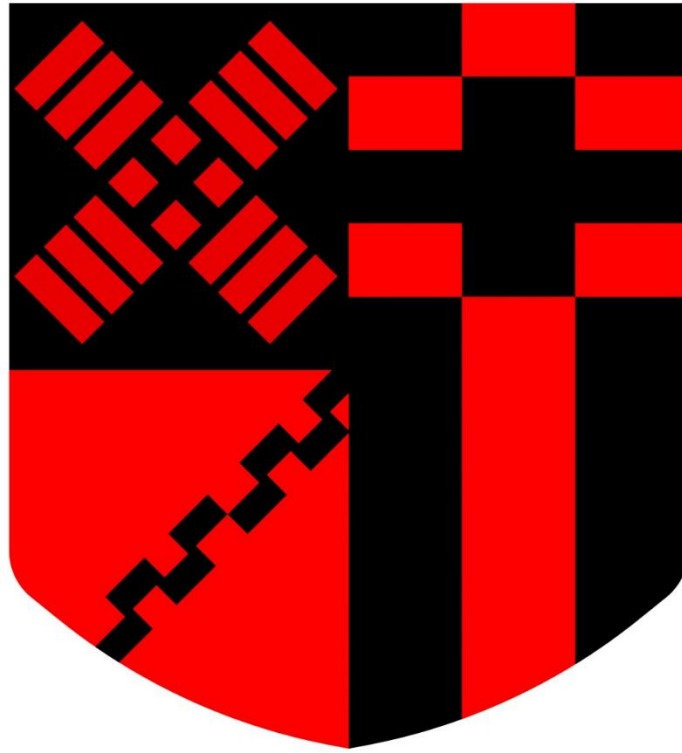




NEWTOWN PRIMARY SCHOOL SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Approved by:	LGB Simone Chesney-Ly
Date:	14/09/2025
Last Reviewed on:	September 2025
Next Review by:	September 2026

Contents

Aims	2
Legislation and Statutory Requirements	2
Roles and Responsibilities	3
Equal Opportunities	4
Being Notified that a Child has a Medical Condition	4
Individual Healthcare Plans	4
Managing Medicines	6
Emergency Procedures	8
Training	8
Record Keeping	9
Liability and Indemnity	9
Complaints	9
Monitoring Arrangements	9
Links to Other Policies	10
Appendix 1 - Being Notified a Child has a Medical Condition	11
Appendix 2 – Administering Medicines in School	12

Our vision and values are at the core of Newtown Primary School's Anti-bullying Policy.

At Newtown we strive to enable every child to become **successful learners, responsible citizens** and **resilient individuals**. Our curriculum and provision is designed to allow for all children to develop and embed these attributes. Each child's starting point will differ to the next but it is our mission to ensure each child embodies these characteristics in order to belong, believe and achieve at Newtown and throughout their lifetime.

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 pupil's condition, 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 for implementing this policy is: Gemma Merrix

Legislation and Statutory Requirements

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](#).

This policy also complies with our funding agreement and articles of association.

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 Headteacher

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 emergency situations
- 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 child'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 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.

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. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Staff will NOT accept medicine on the school gate or door. All medicines must enter school via the school office.

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 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

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 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. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition.

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 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 and any relevant healthcare professionals will be consulted.

Being Notified that a Child has a Medical Condition See Appendix 1.

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 within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Individual Healthcare Plans

The head teacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Gemma Merrix.

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 and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the head teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, 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 statement of special educational needs (SEN) or education, health and care (EHC) plan.

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, School Nurse and Gemma Merrix with responsibility for developing IHPs, 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 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, 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 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 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

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
- Where the medicine has to be administered **more than** three times daily

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Over the Counter Medicines (non-prescription)

Over the counter medicines, e.g. hay-fever treatments, cough/cold remedies and analgesics for pain relief, will only be accepted in exceptional circumstances e.g. for treatment of minor ailments for self-care and will be treated in the same way as prescription medication. The parent/carer must clearly label the container with the child's name and complete a consent form with the dose and time required to support administration.

All medication, including non-prescription medication must be in its original packaging. Staff should check that the medicine has been administered without adverse effect in the past and that parents have certified that this is the case – a note to this effect should be recorded in the written parental agreement for the school to administer medicine.

The use of non-prescription medication will be limited to a 48-hour period and in the majority of cases will not exceed 48 hours for acute/short term minor ailments.

Controlled drugs

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

All controlled drugs are kept in a secure, non-portable cupboard in the medical room 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.

Antibiotics

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours. Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before attending school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after the school day finishes (provided this is possible) and at bedtime.

It will normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.

Parents/carers must complete the Consent Form and confirm that the child is not known to be allergic to the antibiotic. The antibiotic should be brought into school in the morning and taken home again at the end of each day by the parent/carer.

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing and be in their original container.

In school, the antibiotics will be stored in a secure cupboard or where necessary, in a lockable fridge in the staff room, which will also be locked.

Pupils Managing Their Own Needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. 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 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
- 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
- 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, 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 should have to give up working because the school is failing to support their child's medical needs
- 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 to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

Emergency Procedures

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

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 included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCo. Training will be kept up to date annually.

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.

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 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. Parents will be informed if their pupil has been unwell at school.

Parents will be informed if their child has received medication that is unplanned e.g. inhaler, piriton.

IHPs are kept in a readily accessible place which all staff are aware of.

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.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Inclusion Manager or head teacher in the first instance. If the head teacher or Inclusion Manager cannot resolve the matter, they will direct parents to the school's complaints procedure.

Monitoring Arrangements

This policy will be reviewed and approved by the governing board every 2 years.

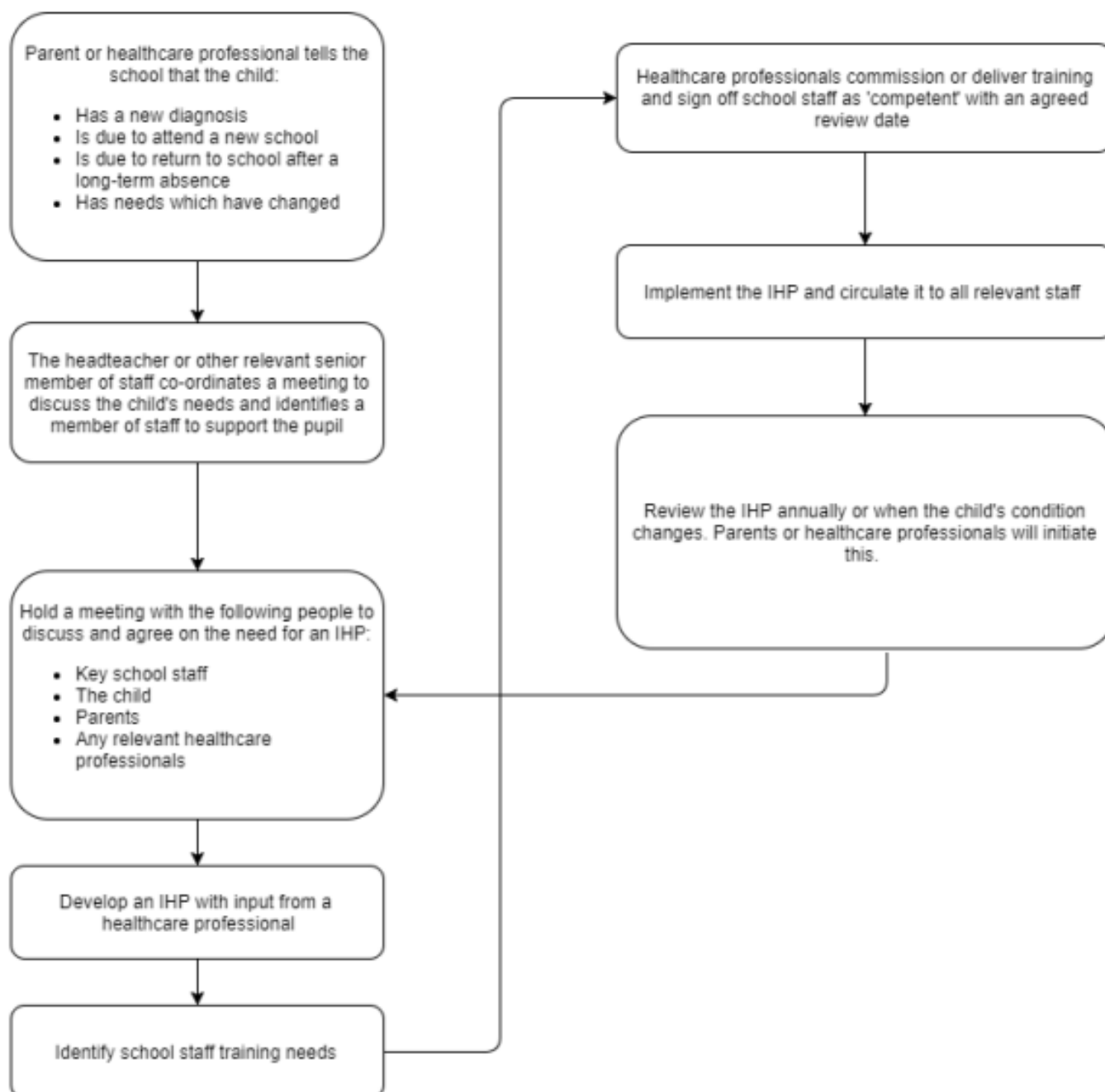
Links to Other Policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- Health and safety
- Safeguarding
- Special Educational Needs Information Report and Policy

Appendix 1 – Being Notified a Child has a Medical Condition

Flow-chart showing the information flow on being notified a child has a medical condition.



Appendix 2 – Administering Medicines in School

The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education's Statutory Guidance on [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-at-school)

DO

1. Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so
2. Check the maximum dosage and when the previous dosage was taken before administering medicine
3. Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it
4. Inform parents if their child has received medicine or been unwell at school
5. Store medicine safely
6. Ensure that the child knows where his or her medicine is kept, and can access it immediately

DON'T

1. Give prescription medicines or undertake healthcare procedures without appropriate training
2. Accept medicines on the school gate or door
3. Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
4. Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
5. Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
6. Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers
7. Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents