



'We want every child to be happy, caring and successful'

Supporting Pupils with Medical Conditions

Aims

At Cedars Primary School and Nursery we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- › Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- › Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- › Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- › Set out how we will manage medicines in school
- › Reassure parents/carers that the school will help their child feel safe, supported and included

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

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 children at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting children at school with medical conditions](#).

Roles and Responsibilities

The Governing Board

The governing board has ultimate responsibility for making sure the arrangements are in place to support pupils with medical conditions.

The governing board will:

- › Review this policy in a timely manner, in line with the relevant legislation and requirements
- › Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- › Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to the SENDCo with medical responsibility.

- 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 healthcare plans, including in contingency and emergency situations
- Take overall responsibility for the development of individual healthcare plans
- Contact the school nursing service in the case of any child 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

- Make sure that school staff are appropriately insured and aware that they are insured to support children in this way

Staff

Supporting children 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 children with medical conditions.

Those staff who take on the responsibility to support children 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 children with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

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 healthcare plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the healthcare plan e.g. provide medicines and equipment

Children

Children with medical conditions will often be best placed to provide information about how their condition affects them. Children should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their healthcare plan. They are also expected to comply with their healthcare plan.

Healthcare Professionals

Our school nursing service will notify the school when a child has been identified as having a medical condition that will require support in school. This will be before the child starts school, wherever possible.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school nursing team and notify them of any children identified as having a medical condition.

Local Authority

The Local Authority has a duty to promote cooperation between relevant partners such as governing body, clinical commissioning groups and NHS England, with a view to improving the wellbeing of children. The Local Authority will provide support, advice and guidance to ensure that the support specified within a healthcare plan have been delivered effectively. The Local Authority will work with the school to ensure that children with medical conditions attend full-time. Where children would not receive a suitable education in mainstream school because of their health needs, the local authority has a duty to make other arrangements.

Equal Opportunities

Our school is clear about the need to actively support children 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 children 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 children with medical conditions are included. In doing so, children, their parents and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the school is notified that a child has a medical condition, the following process will be undertaken to decide whether the child requires a healthcare plan.

1. The SENDCo will coordinate a meeting to discuss the child's needs.
2. The SENDCo and School Business Support (with medical responsibility) will hold a meeting with
 - The parents
 - Key school staff
 - Any relevant healthcare professionals, such as a school nurse or pediatrician
 - The child (if appropriate)

Together they will decide if it is appropriate for a healthcare plan to be created.

3. School training needs will be identified, and relevant health care professionals will be commissioned to deliver training as appropriate.
4. The healthcare plan will be created, implemented and circulated to all relevant staff.
5. The healthcare plan will be updated annually or earlier if there is evidence that the child's needs have changed.
6. 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 children who are new to our school.

Healthcare plans

The SENDCo has responsibility for the development of healthcare plans for children with medical conditions.

Plans will be developed with the child's best interests in mind. The level of detail in each plan will depend on the complexity of the child's condition and how much support is needed. The following will be included:

- The medical condition, its triggers, signs, symptoms and treatments
- The child'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 child's educational, social and emotional needs
- The level of support needed, including in emergencies
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including who to contact, and contingency arrangements

Parents, the class teacher and the SENDCo will sign the agreed healthcare plan and the document will be dated.

Not all children with a medical condition will require a healthcare plan. It will be agreed with the parents when a healthcare plan would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher, will make the final decision.

Healthcare plans will be linked to, or become part of, any Education Healthcare plan (EHCP). If a child has SEND but does not have an EHCP, the SEND will be mentioned in the Healthcare plan.

Medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the child's health or school attendance not to do so or when 4 daily doses are required **and**
- Where we have parents' written consent

Anyone giving a child any medication will first check maximum dosages and when the previous dosage was taken. Where children have a Healthcare plan a record of this will be kept in each child's individual file in an accessible place. For all other children the record of medication is kept in a central accessible file. 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 are stored safely. Children will be informed about where their medicines are and an adult will 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 and not locked away.

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

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

Children managing their own needs

Children 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 healthcare plans.

Unacceptable Practice

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

- Prevent a child from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child 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 healthcare plans
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalize a child for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent a child from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Prevent a child from participating, or create unnecessary barriers to a child participating in any aspect of school life, including school trips

- Administer, or ask a child to administer, medicine in school toilets

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All children's healthcare plans will clearly set out what constitutes an emergency and will explain what to do.

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

Training

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

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

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the children
- Fulfil the requirements in the healthcare plans
- 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, through delegation to the Headteacher, will ensure that written records are kept of all medicine administered to children. Parents will be informed if their child has been unwell at school.

Healthcare plans are kept in an easily accessible place which all staff are aware of.

Liability and Indemnity

The governing board has ensured that the appropriate level of insurance is in place and it appropriately reflects the school's level of risk.

The school maintains insurance cover arranged on its behalf by Milton Keynes Council. This insurance includes public liability cover and other appropriate protections.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the class teacher in the first instance and then with the SENDCo or the Headteacher. If they 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 year.

Links to other policies

This policy links to the following policies:

- Special Educational Needs Information Report
- Accessibility Plan
- Complaints
- First Aid
- Health and Safety

Signed: Mrs Stuart-Buttle (SENDCo and teacher with responsibility for medical needs)

Date: January 2026

Due for review: Spring 2027