Supporting Children with Medical Conditions Policy

Hampton Lakes Primary School

Policy last reviewed:	Sept 2026
Next review due:	Sept 2027
Member of staff responsible:	Mrs Katie Steel
Ratified by:	LGB

1. AIMS

Hampton Lakes Primary School wishes to ensure that students with medical conditions receive appropriate care and support at school. All students have an entitlement to a full-time curriculum or as much as their medical condition allows.

Hampton Lakes Primary School recognises that medical conditions may be physical or mental in nature and is committed to ensuring that pupils with medical conditions are properly supported so that they have full access to education, including educational visits, residential visits, physical education and extra-curricular activities.

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities
- To ensure that pupils with medical conditions are supported to achieve their educational potential whilst promoting their health, wellbeing and inclusion within school life

2. 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 bodies to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting students with medical conditions at school.

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

This policy should also be read alongside:

- **SEND Code of Practice: 0-25 Years**
- **Equality Act 2010**
- **Keeping Children Safe in Education (current version)**
- **Education for Children with Health Needs Who Cannot Attend School (DfE, updated December 2023)**
- **Attendance Policy**
- **Administering Medication Policy**

3. ROLES AND RESPONSIBILITIES

3.1 The governing body is responsible for:

- Ensuring that arrangements are in place to support students with medical conditions.
- Ensuring the policy clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/nationality/origin, religion or belief, sex, gender reassignment, pregnancy and maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for students who are competent to manage their own health needs.
- Ensuring that all students 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 academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have the responsibility to support children with medical conditions and that they are competent to do so. Staff should have access to information, resources and materials.
- Ensuring written records are kept of medicines administered to students.
- Ensuring the policy sets out procedures for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's complaints policy.
- Making staff aware of students' conditions, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant students.
- Developing and monitoring Risk Management plans.
- Ensuring that no child with a medical condition is denied admission to, or prevented from taking up, a place at school because arrangements for their medical condition have not yet been made
- Ensuring that arrangements are in place to support pupils whose attendance is affected by medical needs and that appropriate liaison occurs with the Local Authority where required.

3.2 The Head of School is responsible for:

- Making sure all staff are aware of this policy and understand their role in its implementation.
- Ensuring that there is a sufficient number of trained staff available to implement this policy, including in normal, contingency and emergency situations.
- Liaison with healthcare professionals regarding the training required by staff.
- Ensuring that all staff who need to know are aware of a child's condition.

- Oversight for the development of Individual Healthcare Plans (IHPs).
- Making sure that school staff are appropriately insured and aware that they are insured to support students in this way.
- Communicating with the school nursing service in the case of any student 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.
- Ensuring that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment / care.
- Ensuring that school has a functioning defibrillator and holds 'spare' salbutamol asthma inhalers for emergency use.
- Ensuring that cover arrangements are in place so that appropriately trained staff are available during educational visits, residential visits and emergency situations.
- Ensuring that emergency medication, including inhalers and adrenaline auto-injectors, is readily accessible and not stored in a way that could delay emergency treatment.
- Ensuring that mental health conditions are considered in the same way as physical health conditions when determining support arrangements.

3.3 Staff

Supporting students 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 students with medical conditions, although they will not be required to do so. This includes the administration of medicines. Staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Trained staff are responsible for:

- Knowing where controlled drugs are stored and where the key is.
- Allowing inhalers, adrenaline auto-injectors and blood glucose testers to be held in an accessible location, following DFE guidance.

All staff are responsible for:

- Taking account of the needs of students with medical conditions in lessons.
- Knowing what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- All staff should be aware of common medical conditions that may affect pupils and understand the procedures to follow in an emergency.
- Staff must maintain appropriate confidentiality whilst ensuring that relevant information is shared with those who need to know in order to keep pupils safe and supported.

3.4 Parents are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Participating in the development and regular review of their child's IHP and may be involved in its drafting.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- 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.
- Ensuring that medicines supplied to the school are in date, clearly labelled and replaced before their expiry date.
- Informing the school promptly of any changes to medical conditions, treatment, medication or emergency contact details.

3.5 Students are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP.
- Complying with the IHP 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.

3.6 School nurses and other healthcare professionals are responsible for:

- Developing and collaborating in the writing of an IHP in anticipation of a student with a medical condition starting school.
- Notifying the school when a student 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 IHP and then participate in regular reviews. Giving advice regarding training needs and providers.
- Liaising locally with clinicians on appropriate support.

4. MEDICAL CONDITIONS REGISTER

- The school's admissions form requests information on pre-existing medical conditions. Parents are also asked to inform the school at any point in the school year if a condition develops or is diagnosed. The school will consider seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions register is kept, updated and reviewed regularly by the nominated member of staff (Chrissy Addinall at HL). All student-facing staff should have overview of the list for the students in their care, within easy access.

- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- The Medical Conditions Register will be reviewed at least termly to ensure information remains accurate and up to date.

5. Risk Management Plans

- The Head of School has overall responsibility for the development of Risk Management Plans for students with medical conditions. This has been delegated to the Deputy Head of School.
- Where necessary (the Head of School will make the final decision) any Risk Management Plans will be developed by the medical professionals in collaboration with the student, parents/carers, Head of School, and Special Educational Needs Coordinator (SENDCO). The school will make every effort to ensure that arrangements are put in place within 2 weeks or by the beginning of the relevant term for students who are new to our school.
- A Risk Management Plan may be considered for any pupil whose medical condition requires ongoing support, medication, emergency intervention, reasonable adjustments or additional staff awareness.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and key information may be displayed.
- At Hampton Lakes, Risk Management Plans are located in the First Aid room, linked to the Child's Bromcom page and a copy will be placed in the classroom Administration File. However, in the case of conditions with potential life threatening implications the information should be available clearly and accessible to everyone.
- Risk Management Plans will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Reviews should also take place following a significant medical event, hospital admission, diagnosis, change in treatment or following concerns raised by parents or professionals.
- Where a student has an Education, Health and Care Plan (EHCP) or special needs statement, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.
- Risk Management Plans should clearly identify the medical condition, medication requirements, staff responsibilities, emergency procedures, educational adjustments and arrangements for educational visits where appropriate.

Please see Appendix 1 (Process for developing an individual healthcare plan) and Appendix 2 (Individual healthcare plan proforma)

6. ADMINISTERING MEDICINES

Medication should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health or would greatly impact on a child's school attendance if the medication were not taken during the school day). Where clinically possible medication should be prescribed in dose frequencies which enable them to be taken outside school hours.

Hampton Lakes Primary School will only accept:

- Prescribed medication.
- Medication that is in date, with the expiry date clearly shown.
- Medication with labelling identifying the child by name and with original instructions for administration, dosage and storage.
- Emergency medication i.e. asthma inhalers, antihistamines, EpiPens, Jext pens.
- Painkillers such as Calpol, ibuprofen, paracetamol, hay fever relief.
- The first dose of a new medication should normally be administered at home wherever possible to minimise the risk of an adverse reaction occurring in school.
- Where pupils are deemed competent by healthcare professionals and parents agree, pupils may carry and self-administer specific medication such as inhalers, adrenaline auto-injectors or diabetes medication.
- The school may hold emergency salbutamol inhalers and emergency adrenaline auto-injectors in accordance with current legislation and guidance.

Please refer to the separate Administering Medication Policy.

7. EMERGENCY PROCEDURES

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

Emergency medication must accompany pupils on educational visits, sporting events and off-site activities.

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

Parents/carers will be informed as soon as reasonably practicable following any medical emergency involving their child.

8. TRAINING

Staff who are responsible for supporting students 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 students 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 Head of School or Deputy Head of School. 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 students
- 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
- Records of medical training undertaken by staff will be maintained by the school and reviewed regularly
- Training relating to an individual pupil's medical condition will be refreshed whenever needs change or when identified by healthcare professionals.

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.

9. RECORD KEEPING

The governing body will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents will be informed if their student has been unwell at school.

Risk Management Plans are kept in a readily accessible place which all staff are aware of.

A written record will also be maintained of medicines refused, omitted, disposed of or returned to parents.

Records will be retained in accordance with the school's records management and data protection procedures.

10. SCHOOL TRIPS, VISITS AND SPORTING ACTIVITIES

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so unless it is not safe or advisable for them to do so in which case medical advice may be sought.

The school will consider what reasonable adjustments need to be made to enable these students 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 students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

Individual risk assessments will be undertaken where required to ensure pupils with medical conditions can participate safely and fully.

Where necessary, staff attending visits will receive condition-specific briefing or training prior to the activity taking place.

11. UNACCEPTABLE PRACTICE

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

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that pupils with the same condition require the same treatment.
- Ignore the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Send pupils home frequently or prevent them from taking part in activities at school.
- Send the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalise pupils with medical conditions for their attendance record where the absences relate to their condition, please refer to the Attendance Policy.
- Make parents feel obliged or force parents to attend school to administer medication or provide medical support, including toilet issues.
- Create unnecessary barriers to children participating in school life, including school trips. (Although if parents wish to and can accompany their child they may be encouraged to do so)
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.
- Failing to consider reasonable adjustments for pupils with disabilities or long-term medical conditions.
- Preventing a pupil from accessing education, educational visits or enrichment opportunities because of a medical condition without evidence-based justification.

12. MENTAL HEALTH CONDITIONS

The school recognises that mental health conditions can constitute medical conditions and may require support through this policy.

Where a pupil's mental health condition affects their attendance, wellbeing or ability to access education, the school will work with the pupil, family and relevant professionals to identify appropriate support and reasonable adjustments.

Support may include a Risk Management Plan, pastoral support, risk assessments, attendance support and referrals to appropriate external services.

13. LIABILITY AND INDEMNITY

- Hampton Lakes Primary School has an appropriate level of insurance in place.

- Insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions on request.

14. COMPLAINTS

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

15. MONITORING ARRANGEMENTS

This policy will be reviewed and approved by the governing board annually.

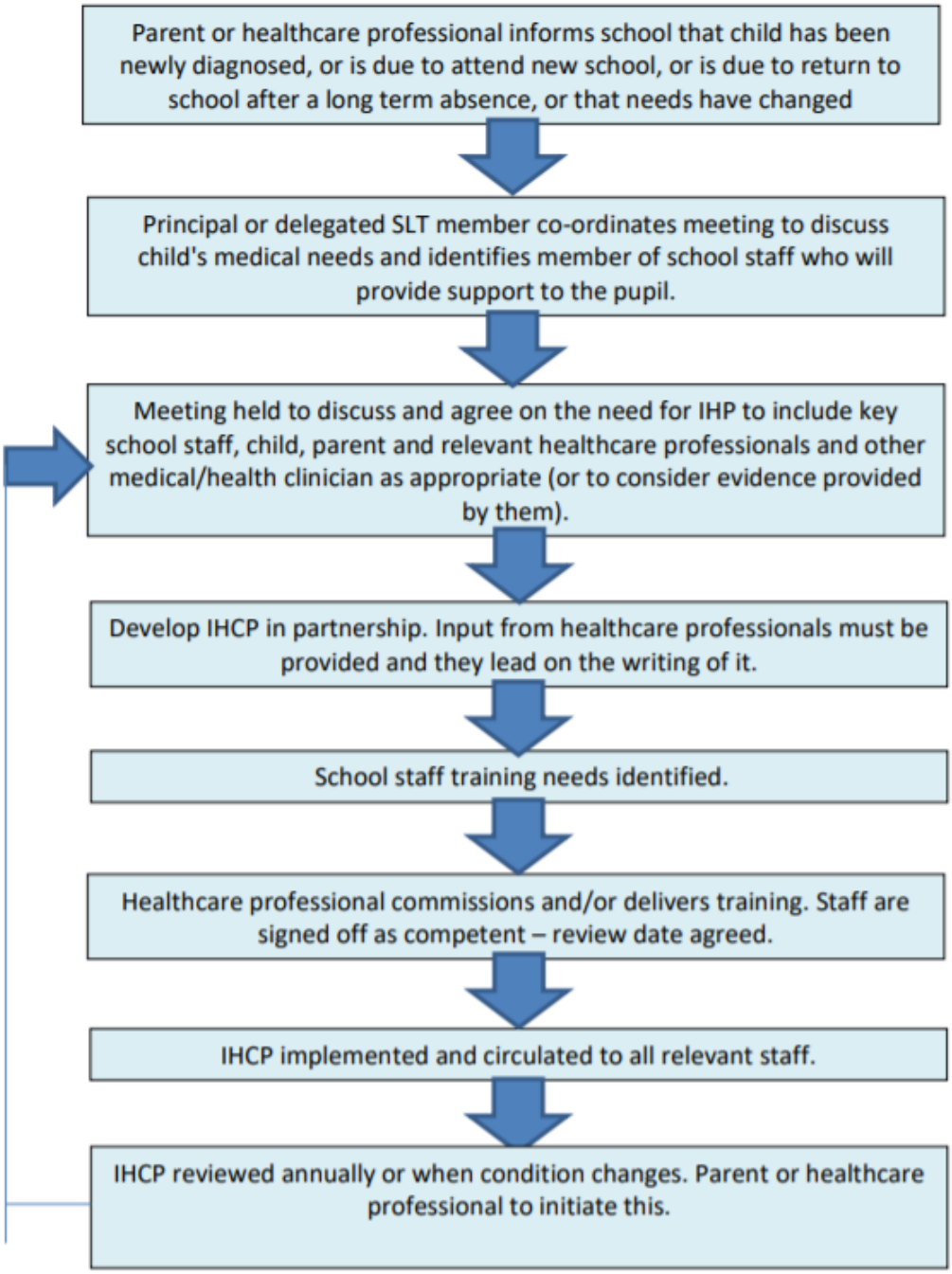
16. LINKS TO OTHER POLICIES

This policy links to the following policies:

- Attendance
- Accessibility plan
- Administering Medication
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Intimate Care
- Safeguarding
- Special educational needs information report and policy

Appendix 1

Process for Developing an Individual Healthcare Plan



Appendix 2

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 child	
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 child'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	