

WEETON PRIMARY SCHOOL

Supporting Pupils with Medical Conditions Policy

Review Cycle: Annual

Policy Owner: Headteacher

Approval Body: Governing Body

September 2026

1. Policy Statement

- Weeton Primary School is committed to ensuring that all pupils with medical conditions are properly supported so that they have full access to education, including school trips, physical education, extracurricular activities and all aspects of school life.
- The Governing Body recognises its statutory duty under Section 100 of the Children and Families Act 2014 to make arrangements to support pupils with medical conditions and will have regard to statutory guidance issued by the Secretary of State. No child with a medical condition will be denied admission to school or prevented from accessing education because suitable arrangements have not yet been made.
- The school will ensure that pupils with medical conditions receive appropriate support that allows them to remain healthy, safe, included and able to achieve their full educational potential.

2. Legislation

This policy has been developed with regard to:

- Children and Families Act 2014, Section 100.
- DfE Supporting Pupils at School with Medical Conditions Statutory Guidance (December 2015).
- Equality Act 2010.
- SEND Code of Practice 0-25 Years.
- Data Protection Act 2018 and UK GDPR.
- Keeping Children Safe in Education.
- Health and Safety at Work Act 1974.

3. Aims

The aims of this policy are to:

- Support pupils with medical conditions to access education fully and safely.
- Ensure effective partnerships between parents, pupils, school staff and healthcare professionals.
- Provide clear procedures for managing medicines in school.
- Clarify roles and responsibilities.
- Ensure staff are properly trained and supported.
- Promote inclusion and equality of opportunity.
- Protect pupils' health, wellbeing and safety.
- Ensure compliance with statutory requirements.

4. Roles and Responsibilities

The Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure that sufficient staff are appropriately trained.
- Ensure this policy is reviewed annually.
- Monitor the effectiveness of arrangements for supporting pupils with medical conditions.
- Ensure appropriate insurance and indemnity arrangements are in place.

The Headteacher will:

- Implement this policy.
- Ensure staff receive appropriate training.
- Ensure Individual Healthcare Plans (IHPs) are developed when required.
- Ensure sufficient staff are available to support pupils with medical conditions.
- Ensure cover arrangements are in place during staff absence.
- Ensure supply staff are informed of relevant medical needs.
- Monitor record keeping and medication procedures.
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The designated Medical Conditions Lead is:

Name: Mrs A Holding

Responsibilities include:

- Coordinating support for pupils with medical conditions.
- Maintaining the medical conditions register.
- Overseeing Individual Healthcare Plans.
- Liaising with parents and healthcare professionals.
- Monitoring staff training.
- Monitoring policy implementation.

Staff will:

- Follow healthcare plans and emergency procedures.
- Undertake training where appropriate.
- Record medication administered.
- Report concerns regarding pupil health promptly.

Parents are responsible for:

- Informing school of any medical condition.
- Providing the school with full and accurate medical information
- Providing up-to-date medical information.
- Supplying in-date prescribed medication and replacements before expiry.
- Supply written consent and emergency documentation where required
- Inform the school promptly of any changes to treatment or health needs
- Work with the school to review and update the action plan

Pupils are encouraged, where appropriate, to:

- Participate in discussions about their healthcare.
- Take increasing responsibility for managing their own condition.
- Inform staff if they require support or emergency medication.

5. Equality and Inclusion

The school recognises that some medical conditions may constitute a disability under the Equality Act 2010.

We will:

- Make reasonable adjustments where required.
- Prevent discrimination.
- Promote equal access to education and activities.
- Consider medical needs when planning school activities and trips.

Some pupils with medical conditions may also have Special Educational Needs and Disabilities (SEND). Where appropriate, support arrangements will be coordinated with the SEND Support Plan or Education, Health and Care Plan (EHCP).

6. Notification and Identification

Parents should notify the school as soon as a medical condition is diagnosed.

When the school becomes aware of a medical condition, the Medical Conditions Lead will:

1. Gather medical information.
2. Consult parents and healthcare professionals.
3. Assess whether an Individual Healthcare Plan is required.
4. Ensure relevant staff are informed.
5. Arrange any necessary training before support is required.

Arrangements will also be made during transition between schools and year groups.

7. Individual Healthcare Plans

An Individual Healthcare Plan will be created where a pupil's medical condition requires ongoing support.

Healthcare plans will include:

- Details of the medical condition.
- Symptoms and triggers.
- Medication requirements.
- Storage arrangements.
- Emergency procedures.
- Specific support needed.
- Educational, social and emotional needs.

- Staff training requirements.
- Contact information.

Plans will be developed collaboratively with:

- Parents/carers.
- The pupil where appropriate.
- Healthcare professionals.
- School staff.

Healthcare plans will be reviewed:

- Annually.
- Whenever medical needs change.
- Following significant incidents.

8. Managing Medicines

General Principles

- Medicines will only be administered with parental consent.
- Prescription medicines will only be administered in accordance with the prescriber's instructions.
- Medicines must be provided in their original container with pharmacy label attached.
- Staff will never force a pupil to take medication.
- Controlled drugs will be stored and administered in line with legal requirements.

Non-Prescription Medicines

The school may administer non-prescription medicines, including paracetamol, where parental consent has been obtained and it is judged appropriate.

- Parents must complete a medical administration form which will be kept in the main office. A consent form is available from the school office.
- School will sometimes seek permission to give school paracetamol to children if they are slightly unwell or in pain, if they are well enough to stay in school. In these situations, verbal consent will be accepted over the telephone.
- Once parent consent has been given the office staff will inform the staff in class using a medicine administration form on brightly coloured paper.

Refusal of Medication

If a pupil refuses medication:

- Staff will record the refusal.
- Parents will be informed immediately.
- Medical advice or emergency assistance will be sought where necessary.

9. Safe storage of medicines

The school will ensure that:

- Medicines are stored securely.
- Emergency medicines are readily accessible.
- Refrigerated medicines are stored appropriately.
- Medication is clearly labelled.
- Expiry dates are checked at least termly.
- Unused medication is returned to parents for safe disposal.

Children who require immediate access to inhalers or other emergency medication will be able to access them quickly at all times.

10. Allergy Safety

The school maintains a separate allergy safety policy which is reviewed annually.

The school maintains an electronic register of pupils with medical conditions.

All allergic reactions, anaphylaxis incidents and near misses will be reviewed to identify contributory factors and implement improvements where necessary.

The school will maintain spare adrenaline auto-injectors where permitted by current legislation and guidance and ensure staff are trained in their use.

Specific healthcare plans will be developed for pupils with conditions including:

- Severe allergies and anaphylaxis – parents must provide school with a copy of their child's Allergy Action Plan (AAP) This is available from your GP or consultant.
- Diabetes.
- Epilepsy.
- Other long-term medical conditions.

Appropriate emergency medication will be available and staff trained where required.

Catering and food provider responsibilities

- Catering providers will be informed of pupils with allergies.
- Allergen information will be available where required.
- Allergy risks will be considered during food-related events and curriculum activities.

Allergy management

The school will:

- Maintain records of pupils with allergies.
- Implement allergy risk assessments where necessary.
- Ensure allergen information is communicated appropriately.
- Train staff in recognising and responding to anaphylaxis.
- Ensure adrenaline auto-injectors are readily accessible.
- Review allergy arrangements regularly

11. Asthma management

- Asthma registers will be maintained.
- Inhalers will be readily accessible.
- Emergency procedures will be followed for asthma attacks.
- Parents must provide school with a copy of their child's Personalised Asthma Action Plan (PAAP) This is available from your GP or Asthma nurse.

12. Emergency Procedures

Healthcare Plans will clearly define emergency situations and required actions.

In emergencies staff will:

1. Follow the pupil's healthcare plan.
2. Administer emergency medication if required.
3. Contact emergency services (999) where necessary.
4. Contact parents immediately.
5. Ensure a member of staff accompanies the pupil to hospital if parents are unavailable.

All emergency incidents will be recorded and reviewed.

13. Training

The school will ensure:

- Appropriate staff receive medical training.
- Training is delivered by suitably qualified professionals where required.
- Competency is assessed when appropriate.
- Refresher training is completed regularly.
- Training records are maintained.

Training will be provided before responsibility for supporting a pupil is undertaken.

Cover arrangements

The Headteacher will ensure:

- Adequate numbers of trained staff are available.
- Medical support continues during absences.
- New and supply staff receive relevant information regarding medical needs.
- Replacement staff receive necessary training promptly.

14. Educational visits and sporting activities

The school will make every effort to ensure pupils with medical conditions participate fully in educational visits, residential visits, PE and sporting activities.

Risk assessments will consider:

- Medication requirements.
- Emergency procedures.
- Additional staffing needs.

- Access to healthcare support.

Reasonable adjustments will be made wherever possible.

15. Record keeping

The school will maintain:

- Medical consent forms.
- Individual Healthcare Plans.
- Copies of PAAP and AAP produced by medical professionals, provided to school by parents.
- Medication administration records.
- Staff training records.
- Incident and emergency records.

Records will be maintained securely and in accordance with data protection legislation.

Medication administration

Weeton Primary School keeps an accurate record of each occasion an individual pupil is given or supervised taking medication.

Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed. The medicine book is kept in the main office.

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.

16. Mental Health Conditions

The school recognises that medical conditions may include both physical and mental health needs.

Where a pupil has a diagnosed mental health condition, arrangements may include:

- Individual healthcare planning.
- Liaison with health professionals.

- Reasonable adjustments.
- Emotional wellbeing support.

Support will be coordinated with safeguarding and SEND processes where appropriate.

17. Confidentiality

Medical information will be treated confidentially.

Information will only be shared:

- With staff who need to know.
- With healthcare professionals where appropriate.
- In accordance with UK GDPR and the Data Protection Act 2018.

Parents and pupils will be informed about how information is used and stored.

18. Unacceptable Practice

The school will not:

- Prevent pupils from accessing prescribed medication.
- Assume every pupil with the same condition requires identical support.
- Ignore medical evidence.
- Exclude pupils from educational activities without justification.
- Send pupils home unnecessarily.
- Require parents to attend school routinely to administer medication.
- Penalise pupils for medical-related absences.
- Create barriers that prevent pupils with medical conditions from participating fully in school life.

19. Complaints

Concerns regarding support provided under this policy should initially be raised with the Headteacher.

If concerns remain unresolved, parents may:

1. Contact the Chair of Governors.
2. Follow the school's Complaints Procedure.

3. Seek further advice from appropriate external services where required

20. Monitoring and Review

This policy will be reviewed annually by the Governing Body or sooner if:

- Legislation changes.
- Statutory guidance is updated.
- Significant concerns are identified.

Review date: June 2027