

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

March 2026

Hollyfield Primary School

...a place where everyone matters



Version:

March 2026

Ratified by the Governing Body:

18 March 2026

Signed by the Governing Body:

To be reviewed (annually):

March 2027

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1. Aims

This policy aims to:

- Ensure that pupils, staff, and parents understand how we support pupils with medical conditions.
- Ensure pupils with medical conditions are fully supported to access all education, including school trips, sporting activities, and after-school provision.

The Headteacher and delegated staff will:

- Ensure sufficient staff are suitably trained.
- Make staff aware of pupils' conditions where appropriate.
- Ensure cover arrangements so someone is always available to support pupils with medical conditions.
- Provide supply teachers with information about relevant pupils.
- Develop, monitor, and review Individual Healthcare Plans (IHPs).

Named policy lead: Hayley Cooper-Jones (SENDCo).

2. Legislation and statutory responsibilities

This policy meets requirements under:

- Section 100, Children and Families Act 2014.
- DfE statutory guidance: Supporting pupils at school with medical conditions (latest update 2017).
- Equality Act 2010 (reasonable adjustments for disabled pupils).

3. Roles and responsibilities

3.1 Governing board

- Ultimate responsibility for arrangements to support pupils with medical conditions.
- Ensure sufficient staff training and competence.

3.2 Headteacher

- Ensure all staff are aware of and implement this policy.
- Ensure trained staff are available to deliver IHPs, including in emergencies.
- Maintain up-to-date information on pupils' medical needs.
- Liaise with the school nursing service if a pupil's needs are not yet known.
- Ensure staff are insured and aware of their responsibilities.

3.3 Staff

- Any staff may be asked to support pupils; they are not obliged but will be trained if they take on responsibility.
- Follow pupils' IHPs and respond appropriately to medical needs.
- Teachers consider medical needs when planning lessons and school activities.

3.4 Parents

- Provide up-to-date medical information and consent forms.
- Participate in developing and reviewing IHPs.
- Carry out agreed actions (e.g., provide medicines, ensure contactable).

3.5 Pupils

- Provide information about their condition where possible.
- Comply with their IHPs.

3.6 School nurses & healthcare professionals

- Notify school of pupils with medical conditions requiring support.
- Advise on IHP development and staff training.
- Provide guidance on medication and emergency procedures.

4. Equal opportunities

- Pupils with medical conditions have full access to trips, visits, and sporting activities.
- Reasonable adjustments and risk assessments ensure safe participation.
- Consultation with parents, pupils, and healthcare professionals occurs for all adjustments.

5. Notification of a medical condition

- Parents notify the school using the process in Appendix 1.
- Arrangements should be in place within 2 weeks or at the start of term for new pupils.
- The Headteacher will inform the governing body of any significant medical conditions affecting pupils to ensure appropriate oversight and support, while maintaining strict confidentiality in line with data protection and safeguarding policies.

6. Individual Healthcare Plans (IHPs)

- **Responsible person:** SENDCo (Hayley Cooper-Jones).
- Reviewed at least annually or sooner if needs change.
- Copies: staffroom, class information folders, accessible to supply staff.
- IHPs outline:
 - Pupil's condition, triggers, symptoms, treatments.
 - Required support (medication, monitoring, dietary needs, environmental adjustments).
 - Roles and responsibilities of staff.
 - Emergency procedures and contacts.
 - Adjustments for school trips or activities.
- Photo of pupil, colour-coded forms:
Gold = Epilepsy

Green = Diabetes

Pink = Allergies / Anaphylaxis

White = Other long-term medical needs

- IHPs linked to EHC plans where relevant.
- Not all pupils require IHPs; school nurse and parents decide appropriateness.

7. Managing medicines

- Medicines will only be administered only when detrimental to health or attendance not to do so and with parental consent.
- The school will not administer medication during the school day where the prescribed dosing schedule can reasonably be accommodated before school, after school and at bedtime. Parents should consult the prescribing healthcare professional to arrange doses outside school hours wherever possible.
- All medicines must be: in-date, labelled, in the original container, with pharmacy instructions included.
- Pupils who require insulin may use an insulin pen or pump. Asthma inhalers, blood glucose monitoring equipment, and adrenaline auto-injectors (AAIs) will be kept readily accessible to the pupil at all times.
- Medicines that are no longer required, have expired, or are no longer suitable for use will be returned to parents/carers for safe disposal.

7.1 Controlled drugs

- Secure storage; only named staff access.
- Competent pupils may self-administer, but not share.
- Records kept of doses and quantities.

7.2 Auto-Adrenaline Injectors (AAIs)

- Spare AAIs stored safely and accessible in KS1/KS2.
- Labelled with name, DOB, strength, dispensing date, expiry.
- Expiry checked termly.
- 999 and parents called immediately after use; record on medicine log.
- Trained adult accompanies pupils on off-site visits.

7.3 Pupils managing their own needs

- Competent pupils encouraged to self-manage.
- Staff follow IHP if pupil refuses; inform parents for alternative support.

7.4 Unacceptable practice

- Preventing access to medicines.
- Penalising attendance due to medical absences.
- Sending unaccompanied pupils to office when ill.
- Forcing pupils to take medicines or procedures.
- Administering medication in toilets.

8. Emergency procedures

- Follow IHP instructions and call 999 if required.
- Staff accompany pupil until parent arrives or ambulance is used.
- Class SOS cards used if help cannot be reached immediately.

9. Training

- Staff receive sufficient, suitable, and regular training.
- Identified during IHP development/review.
- Healthcare professionals confirm proficiency.
- All staff trained on policy and emergency procedures during induction.

10. Record keeping

- Written records of medicines administered kept for all pupils.
- IHPs kept in accessible locations; staff aware of location.

11. Liability and indemnity

- Governing board ensures appropriate insurance covers staff supporting pupils.
- Policy and insurance details accessible in school office.

12. Complaints

- Parents raise concerns first with Headteacher/SENDCo.
- Unresolved issues follow school complaints procedure.

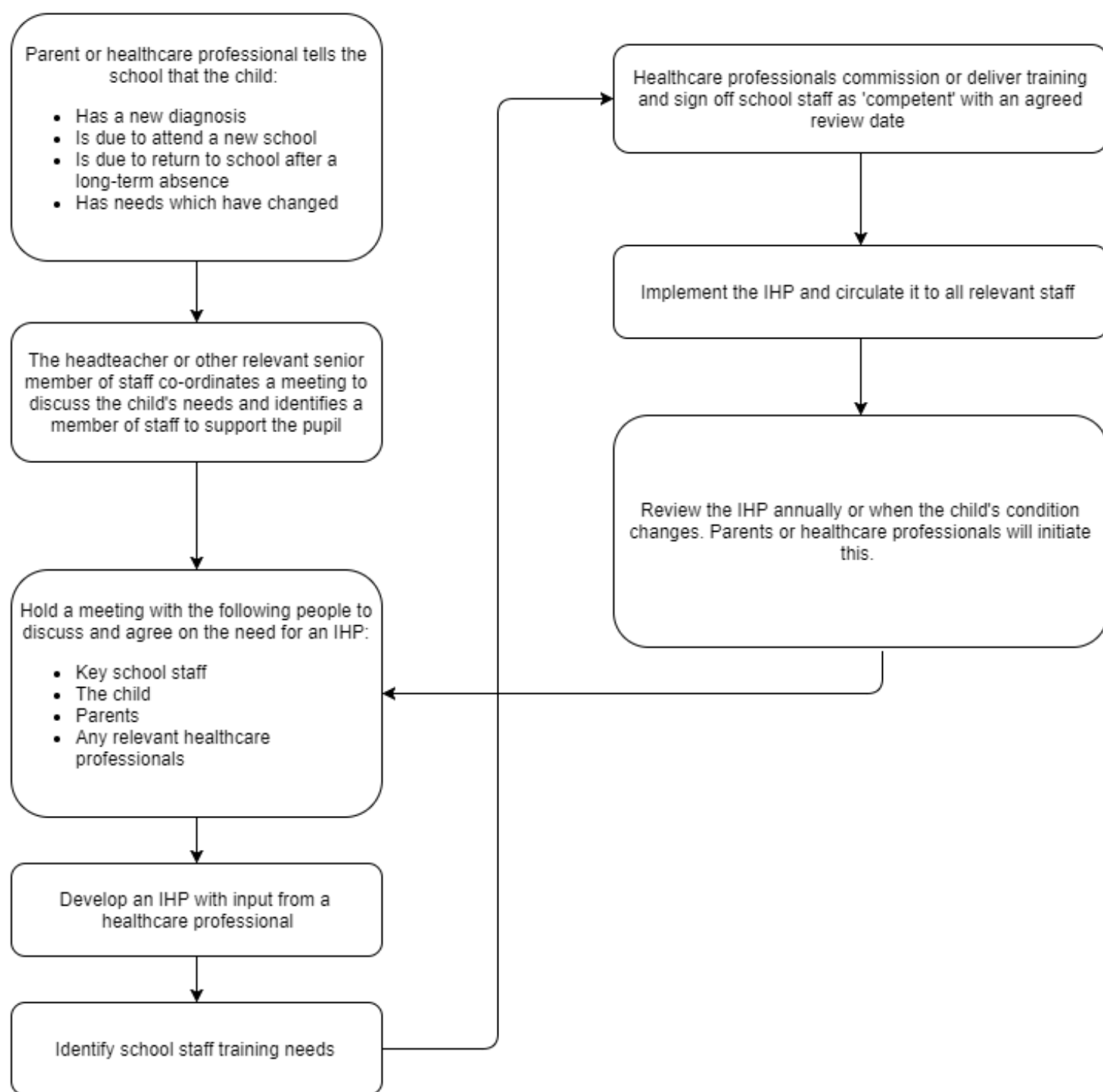
13. Monitoring arrangements

- Policy reviewed and approved by governing board annually.

14. Links to other policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- First Aid Policy
- Asthma Policy
- Complaints Policy
- SEND Information Report and Policy

Appendix 1: Being notified a child has a medical condition



Consent form to Administer Medicines on School site and off-site activities

School staff will not give your child medication unless this form is completed and signed.

Dear Headteacher,

I request and authorise that my child be given the following medication:

Name of child		Date of birth	
Class			
Medical condition or illness and reason for medication			
Name of medicine			
	N.B. Medicines must be in their original container and clearly labelled		
Special precautions, e.g. take after eating			
Are there any side effects that the school needs to know about?		Dose	
Time of dose		Maximum dose	
Start date		Finish date	
Other medication being taken			

I confirm that:

- I have received medical advice that it is necessary to give this medication to my child during the school day and during off-site activities.
- I agree to collect it and replace any expired medication as soon as possible
- I have made school aware of any side effects that my child is likely to experience and how the school should act if these occur.
- The medication is in the original container labelled with the contents, dosage, child's full name and is within its expiry date
- 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 medication is stopped.

Signed (parent/carer):	
Date:	
Based on the above information, the Headteacher acknowledges that it is, or may be necessary for your child to be given medication during school hours	
Signed (Head Teacher):	