



THE PRIORY SCHOOL

D O R K I N G

Headteacher: Mrs J Trimnell

Supporting Pupils with Medical Conditions Policy



Approved by	Local Governing Body	Date Approved	Autumn 2025
Review Cycle	Annual	Date of Next Review	Autumn 2026

Version	Date	Update	Owner
V1	Nov 2024	Annual update. Source document ELT template/The Key	Head
Final	Dec 2024	Approved.	Head
V2	October 2025	No changes	Head

Contents

1.	Aims	2
2.	Legislation and statutory responsibilities	3
3.	Roles and responsibilities	3-4
4.	Equal opportunities	4
5.	Being notified that a child has a medical condition	4
6.	Individual healthcare plans	5
7.	Managing medicines	6-7
8.	Emergency procedures	8
9.	Training	8
10.	Record keeping	8
11.	Liability and indemnity	8
12.	Complaints	9
13.	Monitoring arrangements	9
15.	Links to other policies	9
	Appendix 1: Being notified a child has a medical condition	10
	Appendix 2: Allergy Management at School	11
	i. Introduction	11
	ii. Allergy Action Plans	11
	iii. Individual Healthcare Plans	11
	iv. Key Considerations	11
	v. Resources	12

1. Aims

This policy aims to ensure that:

- Pupils, staff and parent/carers 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 Body will monitor this policy.

The school will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of pupils' conditions, 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 person with responsibility for implementing this policy is the Headteacher.

2. 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 body to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school and the Surrey guidance found here.

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

3. Roles and responsibilities

3.1 The local governing body

It is the statutory responsibility of the Local Governing Body to ensure that the arrangements the school has in place to support pupils with medical conditions, meet their statutory responsibilities and that policies, plans, procedures and systems are properly and effectively implemented.

3.2 The Headteacher

The Headteacher 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.
- Ensure that all staff who need to know are aware of a child's condition.
- Delegate responsibility for the development of IHPs to the Deputy Headteacher responsible for Culture and Inclusion.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact the external 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 and reviewed at least annually.

3.3 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.

3.4 Parents/Carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs, by filling out the initial IHP form online sent by the school office.
- 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, and ensure they or another nominated adult are contactable at all times.

3.5 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.

3.6 External School Nursing Service and other healthcare professionals

The external 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. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the Surrey Schools' Nursing Service Team and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. 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/carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

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.

See Appendix 1.

6. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

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/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the external school nursing service, 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 education, health and care plan (EHCP). If a pupil has SEN but does not have an EHCP, the SEN will be mentioned in the IHP.

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 body and the Headteacher, 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. A signed parent consent form must be submitted with any medication.
- 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, e.g. asthma pump or EpiPen, 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/carers and the Headteacher 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/carer or 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.

7. 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 parent/carers' written consent.
- Annual consent is sought from parents/carers to allow the school to dispense pain relief. Parents/carers are contacted should pain relief be given and it is recorded appropriately.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parent/carers.

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

Any member of staff giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken.

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/carers to arrange for safe disposal when no longer required.

7.1 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.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office 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.

7.2 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/carers, and it will be reflected in their IHPs.

Pupils should not carry their own prescribed medication other than an asthma pump or an EpiPen. Prescribed medicines should be stored in a locked cupboard in Student Services. 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/carers so that an alternative option can be considered, if necessary. The school does not advocate the pupils carrying their own pain relief medication; this is available from Student Services subject to a current parental consent form being signed. Pupils must not share their own medicine with other pupils.

7.3 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/carers.
- 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 Student Services 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/carers, 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/carer 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/carers to accompany their child.
- Administer, or ask pupils to administer, medicine in school toilets.

8. 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/carer arrives or accompany the pupil to hospital by ambulance.

9. 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 Headteacher. 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 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.

10. Record keeping

The Local Governing Body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their pupil has been unwell at school.

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

11. Liability and indemnity

The Local Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Enlighten Learning Trust is a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints

Parents/carers with a complaint about their child's medical condition should discuss these directly with the Headteacher. If the Headteacher cannot resolve the matter, they will direct parent/carers to the school's complaints procedure.

13. Monitoring arrangements

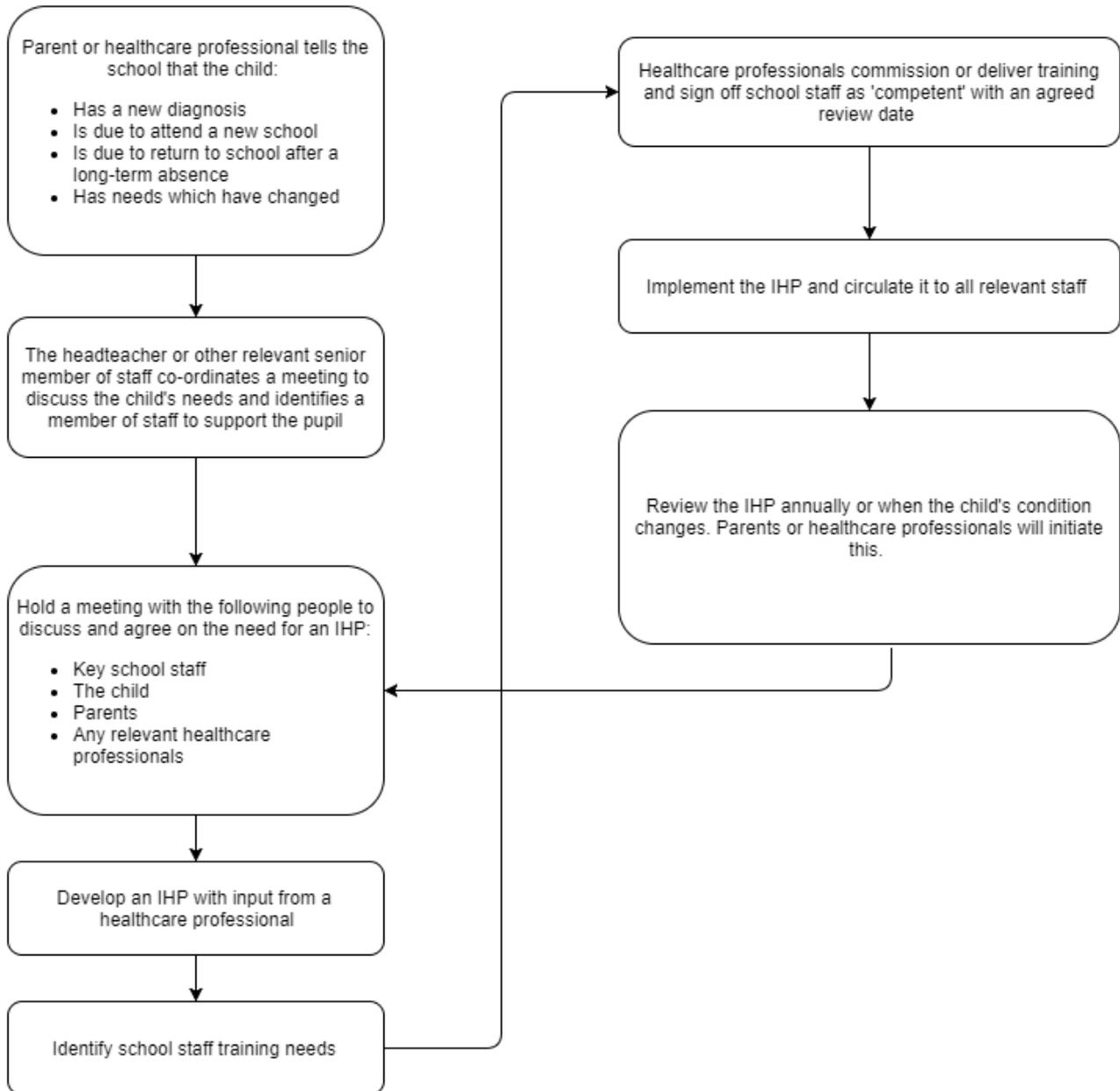
This policy will be reviewed and approved by the Local Governing Body annually.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints Procedure
- Equality Information and Objectives
- First Aid Policy
- Health And Safety Policy
- Safeguarding Policy
- Special Educational Needs Information Report and Policy

Appendix 1: Being notified a child has a medical condition



Appendix 2: Appendix: Allergy Management at School

2.2 Introduction

This appendix provides guidelines for managing allergies and anaphylaxis within our school. It is essential to ensure the safety and well-being of students with allergies, especially those at risk of severe allergic reactions.

2.3 Allergy Action Plans

Allergy Action Plans are designed to facilitate first aid treatment of anaphylaxis. They should be completed by the child/young person's healthcare professional in partnership with parents/carers.

These plans serve as **Individual Healthcare Plans** for children and young people at risk of anaphylaxis.

2.4 Individual Healthcare Plans

Individual Healthcare Plans involve collaboration between the school, parents/carers, and relevant healthcare professionals (e.g., school nurse, specialist, or paediatrician).

The aim is to outline steps for helping the child/young person manage their specific condition and overcome barriers to education.

Where a child/young person's health issues relate solely to their allergy, the **Allergy Action Plan** can function as their **Individual Healthcare Plan**.

2.5 Key Considerations

Emergency Management of Anaphylaxis (ABC) and Involving Family/Carers

- Staff should be trained in recognizing signs of allergic reactions and managing them effectively.
- Ensure clear communication with family/carers during emergencies.

Spare Pens in Schools

- Maintain a supply of adrenaline auto-injectors (AAIs) for immediate use.

Allergy Awareness Training

- Staff should receive training on allergies and anaphylaxis.
- Consider programs such as Anaphylaxis UK's Safer Schools Programme and AllergyWise® for Schools.

Catering and Expiry Dates

- Safely manage food allergies within the school environment.
- Monitor expiry dates of medications and AAIs.

Risk Assessments and Sports Activities

- Conduct risk assessments for allergic students.
- Address allergies during sports and physical activities.

Managing Insect Sting Allergy

- Be prepared for allergic reactions to insect stings.

Allergy Management Checklist

- Develop a checklist to ensure consistent practices.

2.6 Resources

Anaphylaxis UK's Safer Schools Programme

Anaphylaxis UK's AllergyWise® for Schools

Allergy UK's Allergy Awareness Training

Allergy UK's Back to School Resources