



Townlands C of E Primary Academy

Supporting Pupils with Medical Conditions

Approved by: Rachel Johnson (Chair of Governors)

Date: September 2026

Next review due by: September 2027

Policy Statement

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 pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on 'Supporting pupils with medical conditions at school (September 2026)'.

Parents are responsible for providing the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. With the SENDCO and Head Teacher, parents should reach agreement on the academy's role in supporting the managing of their child's medical needs.

Such provisions will then be made through proper consultation with health and social care professionals, and it will be considered whether the child's medical condition affects their ability to learn. Arrangements will be made to promote the child's self-confidence and self-care.

The Governing Body will ensure adequate allocation of resources including the provision of properly trained staff and that all staff in academy will be made aware of the child's needs.

A personalised Individual Health Care Plan will be created for each child with a medical condition, ensuring their needs are met. This plan will be subject to regular monitoring by the school SENDCO. This policy will be subject to annual review by the Governing Body.

Introduction

This policy aims to outline the responsibility and procedures for supporting pupils at Townlands C of E Primary Academy who have medical needs and to ensure that these pupils can access and enjoy the same opportunities at school as all other pupils. The policy will outline the implementation and arrangements that are in place for managing the medical needs (physical and mental) of all pupils. Most pupils will, at some time, have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education; such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in day-to-day school activities.

An Outline of Control Measures that are in Place for Pupils with a Medical Need (where applicable to a pupil)

- Education, Health and Care Plan or school Individual Health Care Plan
- Health Care plan provided from medical team providing support for a child with a specific medical need (where applicable)
- School Accessibility Plan
- Special Educational Needs and/or Disabilities Policy
- Support from the SENDCO
- Classroom provision arrangements e.g. seating plan, availability of medication
- Environmental considerations

Emergency Preparedness and Response

- Emergency situations and action will be discussed as part of the Health Care Plan meeting and reviewed annually (or earlier if the child's needs have changed)
- A risk assessment, where appropriate, will be drawn up for extracurricular activities
- Staff will receive appropriate training to cover emergency response e.g. epi pen training etc.

Emergency procedures

- Staff will follow the school's usual emergency procedures (for example, calling 999). All pupils' Health Care Plans 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 arrives or accompany the pupil to hospital by ambulance

Monitoring and Measurement

- Health Care Plans and Education, Health and Care plans will be reviewed annually or earlier if a pupil's condition or other factors change
- A nominated responsible person will oversee the care of each pupil with a medical condition
- Regular check-ins between the teacher and nominated responsible person or senior members of staff will be held

Roles and Responsibilities

Parents and Guardians

- Parents are responsible for making sure that their child is well enough to attend school.
- Children should be kept at home when they are acutely unwell
- Parents are responsible for providing the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school
- Parents are responsible for keeping their children at home for the recommended number of hours after a period of infectious illness. This period varies according to disease and precise details are available from the academy administrator
- With the head teacher, they should reach agreement on the academy's role in helping their child's medical needs
- Parents must ensure that the medicine stocks are sufficient for use in school
- Parents' religious and cultural views should always be respected

Nominated Responsible Governor

Governing Body

- Governors will ensure that a policy for pupils with medical conditions is in place and reviewed annually
- Governors will ensure support is provided for pupils with a medical condition in school so that they can participate to their fullest potential in school life
- Governors will ensure that sufficient staff are provided with suitable training arranged to support pupils with a medical condition
- Governors provide sufficient teaching support materials and information for pupils with a medical condition to staff working with these pupils

The Head Teacher

- The head teacher is responsible for implementing the governing body's policy in practice
- When staff support pupils with their medical needs, the head teacher must ensure that staff receive proper support and training where necessary
- The head teacher is responsible for arranging back-up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable

Nominated Responsible Staff Member - SENDCO

This person will:

- Ensure there is the adequate provision of trained staff to work with pupils with a medical condition
- Administrate an awareness programme for all staff and pupils (including all temporary staff e.g. supply staff)
- Ensure that all pupils with a medical condition have a Health Care Plan and monitor these plans and programmes on an annual basis

Teachers and other academy staff

- Teachers and other academy staff who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs
- If staff are to administer medication, they may only do so if they have had appropriate training where required

Other health professionals

The academy will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- Parents
- Leicestershire School Nursing Service
- Specialist medical team e.g. diabetes nursing team, etc
- The child's General Practitioner (with the consent of the child's parents)
- The Community Paediatrician
- Occupational Therapist
- Physiotherapist

Staff training

All staff involved in supporting pupils with medical conditions will receive appropriate and regular training where applicable depending on the condition. First aid training is completed by designated members of staff and this is refreshed in accordance with statutory regulations. Epi-pen training is provided for staff as part of the annual allergy and anaphylaxis training (DfE compliant training through The Allergy Team), as well being included in First Aid training courses. Training for specific medical conditions (such as diabetes/ epilepsy) will be delivered by qualified professionals and updated annually or sooner if a pupil's needs change. Training records will be maintained to keep a record of who has completed the appropriate courses.

Allergy awareness and anaphylaxis training

All staff are aware of the school's procedures for managing pupils with allergies in order to maintain a safe environment. DfE compliant (The Allergy Team) Allergy and Anaphylaxis training is also completed annually by all staff in school includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAls) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Managing allergy action plans and ensuring these are up to date

New staff who join Townlands will complete the Allergy and Anaphylaxis training as part of their induction. All new staff will also receive information about the school's Allergy Safety Policy as part of their induction. The school will ensure that supply staff, agency staff and other temporary cover staff are made aware of relevant allergy procedures. This will normally include:

- Information about pupils with severe allergies in the classes or areas they are covering
- The location of emergency medication and how to access it
- The process for responding to an allergic reaction and contacting trained staff
- Any specific allergen management procedures relevant to the activity or classroom (for example food-related activities)

Ongoing Awareness

All staff are expected to familiarise themselves with the Supporting Pupils with Medical Conditions Policy and the Allergy Safety and Intolerance Foods in school Policy and follow the procedures outlined within it to ensure the safety and wellbeing of pupils. Any updates to children's medical and/or allergy/ dietary needs will be shared with staff by the SENDCO.

Short term medical needs

At times, it may be necessary for a child to finish a course of medication where appropriate following consultation and agreement with, and written consent from the parents. If the prescribed medicine needs to be taken less than 4 times a day, this should be administered at home (i.e. before school, just after school and at the end of the day). Details of any side effects should also be given.

The school will only accept prescribed medicines that are:

- In-date
- Labelled with:
 - the child's name
 - the name of the medicine
 - dosage
 - timing of administration
 - the date of issue
 - the expiry date

- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Children requiring asthma medication can access this with permission from a member of staff. Asthma inhalers will be kept in the classroom apart from PE lessons where they will be at the site of where the lesson is taking place.

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 to arrange for safe disposal when no longer required.

Administering medication

- No pupil will be given medication without the parent's written consent. Consent is either on a Health Care Plan or a Request to Administer Medicine form. Copies of these documents are kept in the classroom with the medication. Staff will complete and sign a record each time they give medication to a pupil
- In such circumstances, wherever possible, the dosage and administration will be witnessed by a second adult
- If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this
- Staff who have had training will be able to administer medication if this is required

Refusing medication

If a child refuses to take medication, the academy staff will not force them to do so. The academy will inform the child's parents as a matter of urgency. If necessary, the academy will call the emergency services.

Long term medical needs

The academy needs to have sufficient information of any pupil with long term medical needs. The academy will then draw up a written Health Care Plan for such pupils, involving the parents and relevant health professional.

Health Care Plans

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 a Health Care Plan. It will be agreed with a healthcare professional and the parents when a Health Care Plan would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Head Teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

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 board and the SENDCO will consider the following when deciding what information to record on Health Care Plans:

- 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
- 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, this will be clearly stated with appropriate arrangements for monitoring
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents 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/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

Those who may need to contribute to the plan are

- The Head Teacher
- The SENDCO
- The parent or carer
- The child (if sufficiently mature)
- The child's class teacher
- Learning Support Assistant
- Staff who have agreed to administer medication or be trained in emergency procedures
- The child's GP or other relevant health care professionals

Academy trips

Staff supervising educational visits and excursions must be informed of any pupil medical needs and the relevant emergency procedures. In some circumstances, a parent or family carer may be required to accompany a pupil to ensure their medical needs can be met safely during the visit.

Where staff have concerns about their ability to meet a pupil's medical needs, or to ensure the safety of that pupil and others participating in the visit, appropriate medical advice will be sought to inform risk assessments and support arrangements.

Sporting activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE or games will be included in their Health Care Plan.

Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Parents are asked to include details of children's medical needs on permission slips for after school sporting activities, so that those providing relevant clubs are also kept fully aware of relevant medical conditions and emergency procedures.

Confidentiality

The academy will treat medical information confidentially. If information is withheld from staff, they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Strong medication

- Where practical, the parent or child will be asked to bring in the required dose each day. When the academy stores medicine it must be labelled with the name of the pupil, the name and dose of the drug and the frequency of the administration
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container
- Pupils should know where their medication is stored
- Asthma inhalers are kept in the child's classroom and taken with them during PE lessons

Disposal of medicines

Parents are responsible for disposal of date-expired medicines.

Hygiene/infection control

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

Emergency procedures

Designated staff have regular training in administering First Aid (and Epi Pen) and know how to call the emergency services.

A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents arrive. All parents and carers complete the Emergency Medical Treatment consent form as part of the induction process.

Designated staff will have training in the administration of medication for these medical conditions where appropriate.

Links to other policies

- [Asthma policy](#)
- [Accessibility policy](#)
- [Allergy Safety and Food Intolerance policy](#)
- [SEND and Inclusion policy](#)
- [Epilepsy policy](#)
- [Diabetes policy](#)

Blank Health Care Plan Example



Individual Healthcare Plan

Pupil Name: Date of Birth:

Year Group:

Name of Parent/carer and contact numbers:

Mother:

Mobile number:

Father:

Mobile number:

Address:

GP:

Medical Condition:

<u>Symptoms to be aware of:</u> •	<u>Triggers:</u> •
<u>Actions to take in school:</u> •	<u>Emergency procedure:</u> •
<u>Responsibility of school:</u> - To follow the plan at all times. - Staff willing and able to administer medication if required.	<u>Responsibility of parents:</u> - Ensure my child is fit for school. - Inform staff if there are any changes to health needs. - Notify school if there are any changes to medication. - Review plan beginning of each academic year. - Ensure the correct medication is in school.
<u>Arrangements for school visits/trips:</u> - Take necessary medication the trip. - Follow this care plan.	<u>Staff Training Requirements:</u> Staff trained in First Aid.

Medication taken at school:

<u>Medication Name</u>	<u>Type of Medication</u> (e.g tablet, liquid, cream, nasal spray)	<u>Method of administration</u> (e.g oral, nasal, injection, inhalation, skin application)	<u>Dosage</u>	<u>Exact time(s) of Administration</u>	<u>Special Instructions/ Storage method</u> (e.g fridge, cupboard)

Medication taken at home:

<u>Medication Name</u>	<u>Type of Medication</u> (e.g tablet, liquid, cream, nasal spray)	<u>Method of administration</u> (e.g oral, nasal, injection, inhalation, skin application)	<u>Dosage</u>	<u>Exact time(s) of Administration</u>

Consent

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 if there is any change in dosage or frequency of the medication or if the medicine is stopped. I will also inform the school if there are any changes to the above information before the review date.

Signed: _____ (parent) Date: _____

Signed: _____ (SENDCo) Date: _____

Signed: _____ (Headteacher) Date: _____

Date for Review of Plan: