



Lightcliffe C of E Primary School **Policies & Procedures**

Supporting Pupils With Medical Conditions

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Approved by	Local Governing Board
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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents 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 implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of pupil's condition, 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 (IHCPs)

The named person with responsibility for implementing this policy is Mrs A. Hustler.

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

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions. This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing body

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher will:

- Ensure that all staff who need to know are aware of a child's condition
- 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 (IHCPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHCPs

- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the 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

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.

The main school First Aiders will administer medicines whenever possible. Other first aid trained staff will administer medicines when needed.

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

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP e.g. provide medicines and equipment

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 IHCPs. They are also expected to comply with their IHCPs.

3.6 School nurses and other healthcare professionals

Our 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 IHCP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHCPs.

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 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 IHCP.

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 headteachers have overall responsibility for the development of IHCPs for pupils with medical conditions. Mrs C Stansfield has the delegated responsibility of writing the IHCPs in collaboration with the pupil and parents and informing the headteacher of new medical needs and sharing new and reviewed IHC Plans. IHC Plans are stored and shared via CPOMs.

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 IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher 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.

IHCPs will be linked to, or become part of, any Education Health and Care (EHC) plan. If a pupil has SEN but does not an EHC plan, the SEN will be mentioned in the IHCP.

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 Mrs A. Hustler/Mrs C Stansfield, will consider the following when deciding what information to record on IHCPs:

- 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 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 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

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 parents' written consent

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

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

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed and the school will keep records of medication administered (see Appendix 2).

The school will only accept prescribed medicines that require administering four or more times a day and are:

- In-date
- Labelled as prescribed for the intended pupil
- 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 to arrange for safe disposal when no longer required.

If pupils refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

When medication has to be given during the school day, the school requires written and signed instructions from the parent (see Appendix 2)

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent (See Appendix 2)

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents (See Appendix 2)

7.1a 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.

7.1b Emergency Use of an Inhaler

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 has allowed schools to buy salbutamol inhalers, without a prescription, for use in emergencies. Lightcliffe C of E Primary School will administer an inhaler in an emergency.

The emergency salbutamol inhaler should only be used by pupils, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

See asthma policy for details on the procedure for administering and managing emergency use of inhalers in school.

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 and it will be reflected in their IHCPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. 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 IHCP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, 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
- 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 IHCPs
- If the pupil becomes ill, send them to the school office or medical room 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, 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 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 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' IHCPs 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.

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 IHCPs. 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 the 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 pupils
- Fulfil the requirements in the IHCPs
- 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 governing body will ensure that written records are kept of all medicine administered to pupils for as long as these pupil/students are at the school. Parents will be informed if their child has been unwell at school.

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

11. Liability and indemnity

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

The details of the school's insurance policy are:

The school's insurance cover is with Zurich and provides cover for staff providing support to pupils with medical conditions. The policy provides liability cover relating to the administration of medication.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Head of School in the first instance. If the Head of School cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

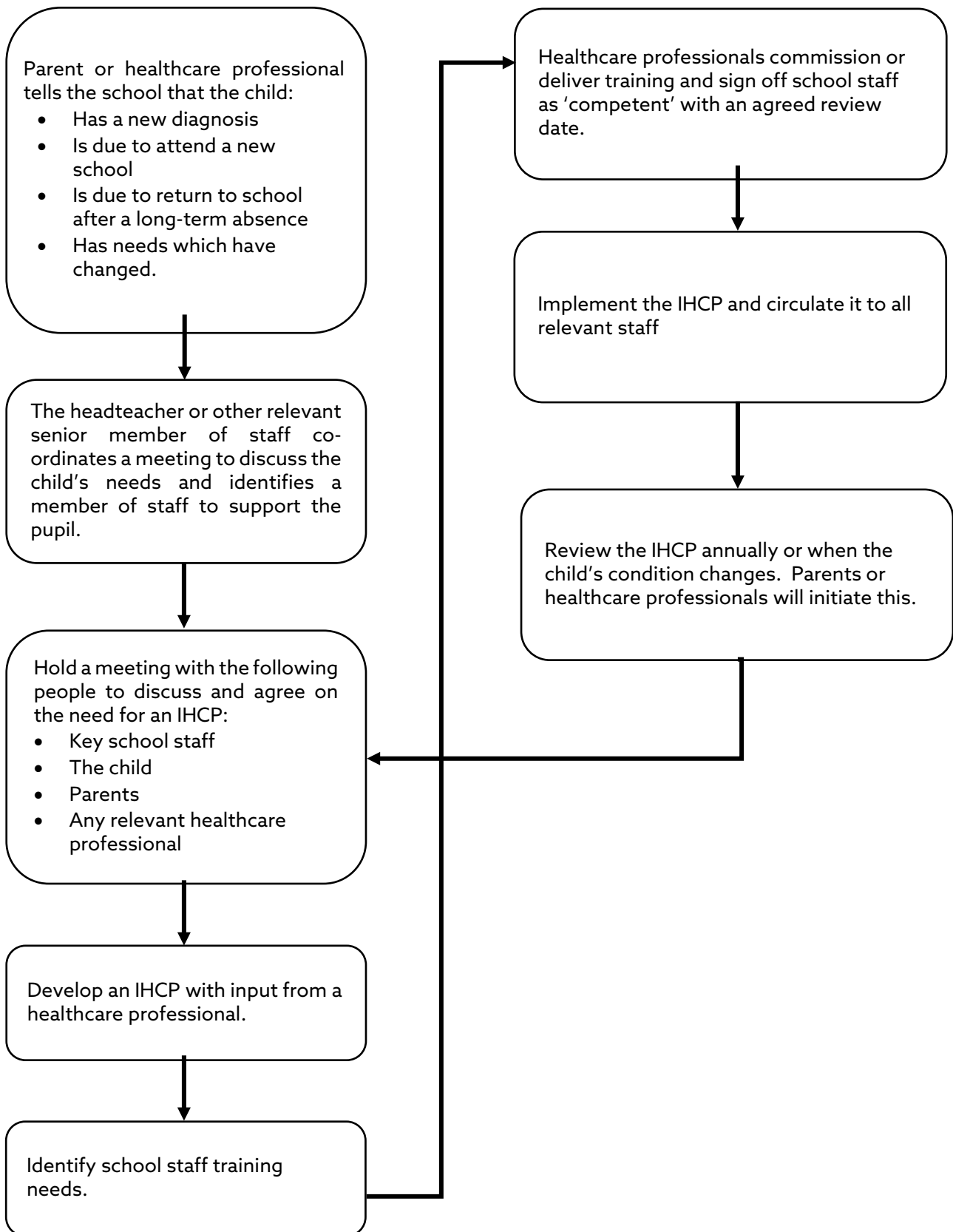
This policy will be reviewed and approved by the governing body every three years.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Asthma policy

Appendix 1: Being notified a child has a medical condition



Appendix 2 - To be completed for prescribed and non-prescribed medication

LIGHTLCIFFE CE PRIMARY SCHOOL

MEDICINE IN SCHOOL

I would like my child to be given medicine in school as detailed below:

Name Class Date of Birth

Medical condition or illness

Time of last dose

Name of medicine to be administered

Has this been prescribed by a doctor? Y / N

Has this been prescribed by a pharmacist? Y/N

Has this medicine been purchased over the counter at a pharmacy with advice from a pharmacist? Y/N

Date dispensed Expiry date

Dosage to be given Time dose to be administered

Any side effects school needs to be aware of:

Contact details:

Name and relationship to child.....

Daytime contact number.....

Address.....

I understand that I must deliver and collect the medicine personally to and from the school office

I accept that this is a service that the school is not obliged to undertake.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicines 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 medicine is stopped. I understand that Lightcliffe CE Primary School does not accept any liability for failure to administer the medicine as stated above.

Date..... Parent signature.....

Agreed by Headteacher/named First Aider on:

Date..... Signed.....

**Lightcliffe CE Primary School
RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL PUPIL**

Name of Pupil:.....

Staff administering medicine – please complete chart below after each dose

Date					
Name of Medication (see over)					
Dose Given (see over)					
Time Given					
Name of member of staff					
Staff initials					

Signed..... Date.....

Relationship to child named above.....

Appendix 3

Lightcliffe CE Primary School
Individual Health Care Plan (IHCP)



Supporting children with medical conditions

Child's Details

Child's Name		Year Group	
Date of Birth		Class Teacher	
Date of diagnosis		IHCP Number	
School Medical form received?			
Medical diagnosis/condition		Review Date	

This may impact on the child's:

- | | |
|--|--|
| <input type="checkbox"/> Communication and Interaction | <input type="checkbox"/> Cognition and Learning |
| <input type="checkbox"/> Social, emotional and mental health | <input type="checkbox"/> Sensory and/or physical abilities |
| <input type="checkbox"/> Other, please comment . . . | |

Nature of treatment

Does the treatment/condition result in periods of non-attendance? No

Are there any health and safety considerations for:

Child		High Risk Areas	
Staff		Other pupils	
Out of school activities			

Contact information

Family Contact 1
Name: Click or tap here to enter text.
Relationship to child: Click or tap here to enter text.
Mobile: Click or tap here to enter text.
Phone: N/A
Clinic/Hospital:
Name: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Role: Click or tap here to enter text.

Family Contact 2
Name: Click or tap here to enter text.
Relationship to child: Click or tap here to enter text.
Mobile: Click or tap here to enter text.
Phone: N/A
Surgery: Click or tap here to enter text.
Doctor: Click or tap here to enter text.
Phone: Click or tap here to enter text.
Role: Click or tap here to enter text.

Person responsible for providing support in school: Other
 If other, who? Click or tap here to enter text.

Medical Information

Describe medical needs and give details of symptoms:	
Daily care requirements, if appropriate (including medication, dose, method of administration, when to be taken, possible side effects):	

Parents accept responsibility for ensuring that the prescribed medication is within the expiry date.

Is an emergency Action Plan needed?	No
What constitutes an emergency for this child (action to be taken)?	

Training needs/awareness raising requirements:

Target pupils?	No	All staff?	No
Parents?	No	Key Staff?	

Access Arrangements

Are any access/inclusion arrangements required to ensure participation?

To/from school	Choose an item.	Getting around school	Choose an item.
Accessing typical classroom activities	Choose an item.	School educational visits	Choose an item.

Arrangements for school educational visits (if yes above)	
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Plan developed and agreed by:

	Name	Signature	Date
Young person			
Parent/Guardian			
School representative	Catherine Stansfield		

School to be kept informed of any changes to this child's management/circumstances.

Pupil comments

Form copied to:

Parent

Class Teacher

IHCP File