Kirk Merrington Primary School

Supporting Pupils with Medical Conditions Policy

Headteacher: Mrs K Hall
Chair of Governors: Dr Jennifer Gilling (Acting Chair)

Date: September 2026
Date for Review: September 2027

Background

Kirk Merrington Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows.

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 updated August 2017 "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014.

The statutory duty came into force on 1st September 2014.
https://www.gov.uk/government/publications/supporting-pupils-at-school-with medical-conditions--3

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.
https://www.gov.uk/government/publications/send-code-of-practice-0-to-25
Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities, also including pupils with medical conditions.

Personnel

- The Local Authority are responsible for promoting cooperation between relevant partners regarding supporting pupils with medical conditions. They must provide support, advice and guidance/training to school and staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- The Local Authority should work with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.
- The School Governors are responsible for ensuring the policy clearly identifies roles and responsibilities and is implemented effectively. They should ensure that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds.
- School Governors should ensure that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits/trips/sporting activities, remain healthy and achieve their academic potential.
- The Headteacher is responsible for the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Kirk Merrington Primary School.
- The Headteacher should liaise with healthcare professionals regarding the training required for staff, along with identifying staff who need to be aware

of a child's medical condition. They should also ensure the development and implementation of IHPs.

- Staff members are responsible for taking appropriate steps to support children with medical conditions and familiarising themselves with relevant procedure to allow them to account of a pupil's medical needs within lessons.
- Staff should undertake training to achieve the necessary competency for supporting pupils with medical conditions along with allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DFE guidance.
- Parents and carers are responsible for keeping the school informed about any new medical conditions or changes to their child's health, alongside participating in regular reviews of the child's IHP where applicable.
- Parents/ carers must complete a consent form to allow staff to administer medication before bringing any into school; they must also provide school with the medication their child requires, including keeping it up to date and collecting any expired medication.
- Parents/ carers must be contactable at all times (or a nominated adults) in regards to the medical condition of their child.

Training of Staff

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' policy as part of their induction.
- The clinical lead for each training area/session will be named on each IHP.
- School will keep a record of conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Medical conditions register /list

- Schools admissions forms and annual update requests should ask for information on medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

- Where necessary (Headteachers will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage such as Intranet or locked file is more appropriate. **However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.**
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between LA/AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

Transport Arrangements

- Where a pupil with an IHP is allocated, school transport the school should invite a member of DCC Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver/escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- For some medial conditions the driver/escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

Education Health Needs (EHN) referrals

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Usually four weeks' supply of the medication may be provided to the school at one time. In some cases a maximum of a term's supply may be provided for pupils with long-term conditions.

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.

- Medications will be stored in medical cupboard in the ppa room or in the fridge if required.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Emergency salbutamol inhaler kits will be kept by school.

- Kirk Merrington Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

Administering Calpol (Paracetamol Suspension)

This is the school's approach to administering Calpol (paracetamol suspension) to pupils, ensuring it is given safely, consistently, and only when appropriate. This policy applies to all staff, pupils, and parents/carers where a pupil may require Calpol during school hours. It aligns with statutory guidance on managing medicines in schools. The school will not administer Calpol for any longer than a 3 day period.

- The school will only administer Calpol when they have attained verbal parental consent on an ad hoc basis when required– e.g fever, headache etc.
- Calpol will be given for the relief of mild to moderate pain or fever, and only in accordance with the manufacturer's guidance.
- Staff are not permitted to administer medication without parental consent.
- Records will be kept of every dose given.
- The correct dose will be measured using the supplied syringe/spoon.
- The child must be supervised while taking the medication.
- A record will be made immediately after administration on the administering of medicine form
- Calpol will not be given routinely or as a substitute for medical care.
- If a child appears unwell or feverish, parents will be contacted and advised to collect their child.
- If symptoms persist or the child requires more than the recommended dosage, medical advice will be sought, and parents informed.
- In the event of an allergic reaction or adverse effect, emergency services will be contacted immediately, and parents/carers notified.
- Staff will follow the school's first aid and emergency protocols

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

Avoiding Unacceptable Practice

The following behaviour is unacceptable in Kirk Merrington Primary School:

a) Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
b) Assuming that pupils with the same condition require the same treatment.
c) Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
d) Sending pupils home frequently or preventing them from taking part in activities at school.
e) Sending the pupil to the ppa room or school office alone or with an unsuitable escort if they become ill.
f) Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
g) Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
h) Creating barriers to children participating in school life, including school trips.
i) Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the LA/school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher.

Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

Definitions

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at Kirk Merrington Primary School.