Managing medical conditions in school policy

SWAFFHAM MEADOW PRIMARY SCHOOL

Approved by:	D. James, Headteacher	**Date:** 1st September 2026
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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

Sapientia Education Trust (SET) 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 named person with responsibility for implementing this policy is D. James, 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 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 and DFE Allergy Safety in Schools Statutory Guidance (July 2026) and should be read alongside**:**

- Anaphylaxis and Allergies in School Policy (School)
- Allergies and Anaphylaxis Framework Policy (SET)
- Emergency Asthma Inhaler in School Policy (SET)
- Managing Medicines in Schools. (SET)
- Supporting Pupils with Medical Conditions.(SET)

3. Roles and responsibilities

3.1 Sapientia Education Trust

SET has ultimate responsibility to make arrangements to support pupils with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- The Headteacher will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Ensure appropriate arrangements are in place for pupils with allergies, anaphylaxis and asthma, including compliance with the school's Anaphylaxis and Allergies in School Policy and, where applicable, the SET Emergency Asthma Inhaler in School Policy.
- Ensure support plans e.g. Individual Healthcare plans (IHPs), Allergy Action Plans, Asthma Action Plans are implemented as required.

- 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 Appointed Person for First Aid, or the school SENDCo.
- 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.

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 IHP and additional support plans such as Allergy Action Plans (if applicable) and may be involved in their drafting.
- Carry out any action they have agreed to as part of the implementation of the plan, 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 support plan/s. They are also expected to comply with their/these plan/s.

3.6 School nurses and other healthcare professionals

The 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 and other support plans such as an Allergy Action Plan as required.

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

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 detailed in the flow chart at Appendix 1 below will be followed to decide whether the pupil requires a support plan.

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 the school.

Where the medical condition relates to a diagnosed allergy, anaphylaxis risk or asthma, the requirements of the school's Anaphylaxis and Allergies in School Policy and relevant action plans will also be considered.

6. Support plans (IHPs, Allergy/Asthma Action Plans)

The headteacher has overall responsibility for ensuring support plans are in place for pupils with medical conditions. This has been delegated to the SENDCo.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupils' needs have changed or in the event of a serious incident or near miss.

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 support plan. It will be agreed with a healthcare professional and the parents when a support plan 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 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 IHP and any applicable AAP will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the support plan.

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 headteacher / SENDCo will consider the following when deciding what information to record in them:

- 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 trained 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

- Where pupils have co-existing asthma and allergies, the school will ensure Individual Healthcare Plans, Allergy Action Plans and any Asthma Action Plans are reviewed together to maintain consistency in emergency arrangements.

7. Managing medicines

Prescription and non-prescription medicines e.g. for pain relief 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 **and**
- A robust procedure is in place to confirm the identify the child and ensure the medication is administered to the correct individual. See the Trust Managing Medicines Policy for more information.

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 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.

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.

From 1 September 2026 the school will stock spare auto adrenaline injector pens for emergency use. These are not specific to any one individual. Written parental permission is not required at the moment of use in a life-threatening emergency, but schools are expected to have parental consent recorded in advance for known at-risk pupils. See also our Anaphylaxis and Allergies in School policy.

Medicines will be returned to parents 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, and it will be reflected in their support plan/s.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the support plan 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 support plan, 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 support plan/s
- 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' support 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.

Detailed emergency response procedures for suspected anaphylaxis are contained within the school's Anaphylaxis and Allergies in School Policy. Emergency asthma attack procedures are contained within the Trust Emergency Asthma Inhaler Policy.

9. Training

Staff responsible for supporting pupils with medical conditions will receive appropriate training, identified through statutory guidance, best practice and the development or review of support plans as agreed with relevant healthcare professionals. Training will be kept up to date and ensure staff are competent, confident and able to meet the requirements of pupils' support plans.

As a minimum, staff required to administer medication must complete IHASCO Medication Awareness Training for Schools.

From **1 September 2026**, all staff must complete IHASCO Anaphylaxis and Allergies in School training.

The appointed person for first aid will ensure that commissioned **first aid training** includes practical instruction in the use of adrenaline auto-injectors (AAIs).

Additional condition specific training, including for example: asthma management in schools, will be provided where the need is determined.

10. Record keeping

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

Records relating to allergies, anaphylaxis incidents, emergency medication use and associated action plans will be maintained in accordance with the school's Anaphylaxis and Allergies in School Policy.

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

11. Liability and indemnity

SET will ensure that all schools are members of the Department for Education's risk protection arrangement (RPA).

The Risk Protection Arrangement (RPA) is a voluntary arrangement for academies and free schools effective from 1 September 2014.

The RPA is not an insurance scheme but is a mechanism through which the cost of risks that materialise from will be covered by government funds. The scheme is open to all academy trusts and multi-academy trusts.

Staff administering medication are indemnified under the provisions of Section 4 Sub-section 15 of the current issue of the Risk protection arrangement (RPA) for academy trusts. The level of cover is unlimited.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher 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 Headteacher annually.

14. Links to other policies

This policy links to the following policies:

- School Accessibility plan
- SET Allergies and Anaphylaxis
- Anaphylaxis and Allergies in School (Whole school policy)
- SET Emergency Asthma Inhaler Policy
- SET Managing Medicines Policy
- School Complaints
- School Equality information and objectives
- SET First aid
- School Health and safety
- Head Injuries Protocol

- School Safeguarding
- School Special educational needs information report and policy
- SET Supporting Pupils with Medical Conditions

Appendix 1: Being notified a child has a medical condition

