

# Supporting Pupils with Medical Needs Policy

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| Approved by Governing Body | September 2026 |
| Date for next review       | September 2027 |

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## 1. Introduction

Section 100 of the Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils with medical conditions. The school will have regard to the Department for Education's statutory guidance Supporting Pupils at School with Medical Conditions, the SEND Code of Practice (2015, as amended), the Equality Act 2010, UK GDPR and Data Protection Act 2018, relevant safeguarding legislation, and any subsequent statutory guidance issued by the Department for Education.

Claygate Primary School is committed to ensuring that pupils with medical conditions, including physical health conditions, mental health conditions, allergies and long-term health needs, are properly supported to access education, achieve their potential and participate fully in all aspects of school life. No pupil will be denied admission or prevented from participating in school activities because of a medical condition where reasonable adjustments can be made

The school maintains both a Medical Conditions Policy and an Allergy Safety Policy, in line with current government expectations regarding allergy management and pupil safety.

## 2. Roles & Responsibilities

**The Local Authority (LA)** is responsible for:

- Promoting co-operation between relevant partners and stakeholders regarding supporting pupils with medical conditions
- Providing support, advice and guidance to schools and staff
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition

**The Governing Body** is responsible for:

- Ensuring that the school meets its statutory duty to support pupils with medical conditions and that appropriate arrangements are in place for their health, safety, wellbeing and access to education.
- Ensuring that all pupils with medical conditions are able to participate as fully as possible in all aspects of school life.
- Ensuring that this policy and its implementation do not discriminate on any grounds, including ethnicity, national origin, culture, religion, sex, disability, gender reassignment or sexual orientation.
- Ensuring appropriate arrangements are in place for recording, reporting, investigating and learning from medical incidents and near misses.
- Ensuring the school maintains and regularly reviews an Allergy Safety Policy.
- Ensuring compliance with data protection legislation when handling, storing and sharing medical information.
- The overall implementation and oversight of this policy and its associated procedures.
- Ensuring that relevant training is provided to staff who support pupils with medical conditions and that sufficient numbers of appropriately trained staff are available.
- Ensuring that the level of insurance and indemnity arrangements in place reflects the level of risk associated with supporting pupils with medical conditions.

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- Ensuring an annual review of this policy and associated medical procedures, or sooner where legislation, statutory guidance or local circumstances require.
  - Handling complaints relating to the implementation of this policy in accordance with the school's Complaints Policy.

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**The Headteacher** is responsible for:

- Ensuring that appropriate arrangements are in place to support pupils with medical conditions and that they can access education safely and participate fully in all aspects of school life.
- The day-to-day implementation and management of this policy and its associated procedures.
- Ensuring the policy is implemented, monitored and evaluated effectively with staff, healthcare professionals, partner agencies and other stakeholders.
- Ensuring Individual Healthcare Plans (IHCPs) are developed, implemented effectively and reviewed promptly following any significant medical event or change in a pupil's needs.
- Ensuring a sufficient number of appropriately trained staff are available to implement this policy and deliver IHCPs in normal, contingency and emergency situations.
- Liaising with healthcare professionals to identify and arrange appropriate training for staff supporting pupils with medical conditions.
- Ensuring medical incidents and near misses are recorded, reviewed and acted upon, with lessons learned used to improve practice.
- Ensuring staff are informed, where appropriate and on a need-to-know basis, of pupils' medical conditions and the support required.
- Ensuring medical information is stored, handled and shared in accordance with data protection legislation and only with those who need to know.
- Making all staff aware of this policy and their responsibilities under it.
- Contacting and liaising with the School Nursing Service and other relevant health professionals regarding pupils with medical conditions as appropriate.
- Ensuring that appropriate insurance and indemnity arrangements are in place for staff who support pupils in accordance with this policy.

**Teachers and Support Staff** are responsible for:

- Providing a duty of care for all pupils and taking appropriate action to support pupils with medical conditions, including responding promptly in an emergency.
- Familiarising themselves with the medical needs of pupils in their care, including relevant Individual Healthcare Plans (IHCPs), risk assessments and emergency procedures.
- Following agreed procedures and taking appropriate steps when they become aware that a pupil with a medical condition requires support or medical assistance.
- Undertaking appropriate training and maintaining the necessary level of competency where they have agreed to support pupils with medical conditions.
- Administering medication or carrying out healthcare procedures where they have agreed to undertake this responsibility and have received appropriate training.
- Ensuring effective, timely and accurate communication with parents, carers, healthcare professionals and other staff members, where appropriate, to support pupils' medical needs.
- Reporting concerns, medical incidents, near misses or changes in a pupil's condition to the appropriate member of staff in accordance with school procedures.
- Maintaining confidentiality and sharing medical information only on a need-to-know basis and in accordance with data protection requirements.
- Supporting pupils with medical conditions to access learning, educational visits, extracurricular activities and all aspects of school life wherever reasonably practicable.
- The SENCo may have oversight of a pupil's medical needs where they form part of the child's Special Educational Needs and Disabilities (SEND) provision and may coordinate support with relevant professionals.
- Other staff, including members of the administration team, first aiders and classroom support staff, may assist with the administration of medication or medical procedures where they have agreed to do so and have received appropriate training.

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**The School Nurse** works as part of a wider 0-19 Children and Families Service at CSH Surrey. The school nurse provides a range of services including: health screening; health education including sex and relationship education; advice, support and referral to specialist services; staff training on a range of medical issues including annual update epipen training; and additional services for children and families with medical needs. The school nurse will also advise in the drafting and review of individual healthcare plans.

**The child** does not have specific responsibilities in terms of their own medical care, as these responsibilities always rest with adults. However, where possible and in discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures in an age-appropriate way. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent at the earliest opportunity).

### **3. Staff training**

The school will ensure that all staff receive appropriate awareness training regarding medical conditions and allergy awareness. Staff whose roles involve supporting pupils with medical needs will receive role-specific training and competency assessment where required.

Training will include:

- Medical conditions awareness;
- Allergy awareness and anaphylaxis management;
- Use of adrenaline auto-injectors (AAIs);
- Emergency procedures;
- Administration of medicines;
- Relevant condition-specific training;
- Record keeping and reporting procedures.

Training records will be maintained by the school and reviewed annually.

### **4. Individual Healthcare Plans (IHPs)**

The school will take reasonable steps to ensure that an Individual Healthcare Plan (IHP) is in place for any pupil whose medical condition requires one. Wherever possible, the plan will be completed before the pupil starts school or as soon as practicable following diagnosis.

The primary purpose of an Individual Healthcare Plan is to ensure that a pupil's medical needs are understood and supported, that appropriate arrangements are in place to manage their condition safely, and that they are able to access education and participate fully in school life. Individual Healthcare Plans are particularly recommended where a medical condition is long-term, complex, fluctuating, or where there is a risk of emergency intervention being required. Not all pupils with medical conditions will require an Individual Healthcare Plan. In some instances, support may be recorded through a SEN Support Plan or Education, Health and Care Plan (EHCP). Where a pupil has an EHCP, any Individual Healthcare Plan will be linked to, or form part of, that plan.

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The school will work closely with parents, carers and relevant healthcare professionals when determining whether an Individual Healthcare Plan is required and in the development, implementation and review of the plan.

An Individual Healthcare Plan may be initiated by a parent, healthcare professional or member of school staff. The Headteacher and/or designated member of staff will work with parents and relevant healthcare professionals, such as the School Nurse, specialist nurse or GP, to develop and review the plan.

Individual Healthcare Plans will include, where appropriate:

- What to do in an emergency, including emergency procedures, contingency arrangements and emergency contact details.
- Details of the medical condition, including triggers, signs, symptoms, treatments and any risks to the pupil's health and wellbeing.
- The level of support required, including arrangements for emergency situations and any responsibilities the pupil is able to undertake independently.
- Information about medication and treatments, including dosage, administration arrangements, side effects, storage requirements and access to emergency medication.
- Details of any equipment, testing procedures, dietary requirements, environmental considerations, access to food and drink, or other adjustments required to manage the condition.
- The names of staff responsible for providing support, their training requirements, confirmation of competence where necessary, and arrangements for cover during staff absence.
- Details of which members of staff need to be informed about the pupil's condition and the support required.
- Arrangements for parental consent for the administration of medication by school staff or for self-administration where appropriate.
- Appropriate arrangements for educational visits, extracurricular activities and activities taking place outside the normal school day.
- Any specific educational, social or emotional support required, including arrangements for managing absences related to the medical condition.
- Confidentiality arrangements, including who may have access to information about the pupil's medical condition and the circumstances in which information may be shared.
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Where a pupil is considered competent to manage aspects of their own medical condition, the arrangements for self-management, supervision and monitoring will be clearly recorded in the Individual Healthcare Plan.

### **Reviewing Individual Healthcare Plans**

Individual Healthcare Plans will be reviewed regularly to ensure they remain accurate and effective. Reviews will take place:

- At least annually.
- Following a significant medical incident or emergency.
- Following updated medical advice.
- When a pupil's medication, treatment or support needs change.
- At key transition points, including transfer between classes, key stages or schools.

Parents, carers and relevant healthcare professionals will be involved in the review process whenever appropriate to ensure that the plan continues to meet the pupil's needs effectively.

## **5. Managing Medicines on School Premises**

The school recognises that many pupils may need to take medication during the school day in order to remain healthy, safe and able to access education. Wherever possible, medicines should be prescribed in frequencies that allow them to be taken outside school hours (for example, before school, after school and at bedtime).

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Where this is not possible, parents/carers must complete and sign a Parental Agreement for Administration of Medicine form before any medication can be administered by school staff and where a member of staff has agreed to undertake this responsibility.

### **5.1 Administration of Medicines**

- No pupil will be given prescription or non-prescription medication without written parental consent, except in exceptional circumstances where emergency treatment is required.
- No child under the age of 16 will be given medication containing aspirin unless prescribed by a doctor.
- Medicines will only be administered by appropriately authorised and trained members of staff.
- Pupils will never be prevented from accessing medication that has been prescribed for them.
- Where appropriate and agreed, pupils may carry and self-administer their medication in accordance with their Individual Healthcare Plan (IHP).

### **5.2 Medicines Supplied to School**

To ensure the safe administration of medicines:

- All medicines must be in date.
- Medicines must be clearly labelled with the pupil's name.
- Medicines must be provided in their original container with pharmacy instructions and dosage information clearly visible.
- Insulin may be supplied in an insulin pen or pump where appropriate.
- Medicines that do not meet these requirements will not be administered.
- A maximum of four weeks' supply of medication should normally be provided at any one time.

### **5.3 Storage of Medicines**

- All medication, other than emergency medication, will be stored securely in a locked cabinet.
- Medicines requiring refrigeration will be stored in a secure refrigerator with restricted access.
- Medications not carried by pupils will be stored safely in the medical room or other approved secure location.
- Pupils will be informed of where their medication is stored and, where appropriate, will be able to access it promptly under supervision.

### **5.4 Emergency Medication**

Emergency medication must be readily available at all times.

- Asthma inhalers, adrenaline auto-injectors, blood glucose testing equipment and other emergency medication will not be locked away.
- Emergency medication will accompany pupils during educational visits, sporting activities and other off-site activities.
- Staff supporting pupils with emergency medication will receive appropriate training and be familiar with the relevant Individual Healthcare Plan.

### **5.5 Adrenaline Auto-Injectors (AAIs)**

The school may hold spare adrenaline auto-injectors (AAIs) for emergency use in accordance with current Department of Health guidance.

- Spare AAIs may be used where a pupil has been diagnosed as being at risk of anaphylaxis and appropriate parental consent has been obtained.
- Appropriately trained members of staff may administer an AAI where a pupil is known or reasonably believed to be experiencing anaphylaxis.
- All allergy-related emergencies will be managed in accordance with the school's Allergy Safety Policy and emergency procedures.

### **5.6 Record Keeping**

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Accurate records will be maintained for all medication administered in school.

- A written record will be kept of all medicines administered.
- Records will include the name of the medication, dosage administered, date, time and the name of the member of staff administering it.
- Any side effects, adverse reactions or concerns will be recorded and reported to parents/carers as soon as practicable.
- Medication records will be retained in accordance with the school's record retention procedures.

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### **5.7 Educational Visits and Off-Site Activities**

The school will ensure that pupils requiring medication are safely supported during off-site activities.

- Medication will be stored securely and, where necessary, maintained at an appropriate temperature whilst off-site.
- Sufficient numbers of appropriately trained staff will accompany pupils where medical support may be required.
- Relevant Individual Healthcare Plans and emergency procedures will be available to staff during visits and activities outside school premises.
- Emergency medication will remain accessible at all times.

### **5.8 Disposal of Medicines**

- Any medication remaining at the end of a course of treatment will be returned to parents/carers.
- Medicines that are no longer required or have passed their expiry date will be returned to parents/carers for disposal or disposed of safely in accordance with local procedures.
- Parents/carers remain responsible for the safe disposal of their child's medicines.
- Where required, sharps boxes will be provided for the disposal of needles and other sharps. The school will arrange their safe collection and disposal.

### **5.9 Liability**

Claygate Primary School will take all reasonable steps to ensure that medicines are administered safely and in accordance with this policy, staff training and healthcare plans. While every care will be taken, the school cannot be held responsible for adverse side effects arising from medication that has been supplied and administered correctly in accordance with medical and parental instructions.

### **5.10 Medical Records and Information Management**

The school will maintain appropriate records to support the safe management of pupils with medical conditions. These records may include:

- Individual Healthcare Plans (IHPs);
- Records of medicines administered;
- Staff training and competency records;
- Medical incidents and near misses;
- Emergency interventions and actions taken;
- Relevant parental consent forms and medical information provided by parents/carers.

All medical records will be:

- Maintained accurately and kept up to date;
- Shared only with those who need the information to fulfil their role;
- Kept securely and confidentially;
- Stored and processed in accordance with UK GDPR, the Data Protection Act 2018 and the school's Data Protection Policy.

Medical incidents and near misses will be reviewed by the school to identify any lessons learned and to inform future training, risk assessments and procedures.

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## 6. Emergency Procedures

Where a pupil has an Individual Healthcare Plan (IHP), it will clearly identify emergency symptoms, required actions, emergency contacts and arrangements for responding to a medical emergency. All relevant staff will be made aware of the pupil's medical needs, emergency procedures and their responsibilities. Pupils will be encouraged to seek adult help immediately if they are concerned about their own health or that of another pupil.

In the event of a medical emergency, staff will follow the procedures set out in the pupil's IHP and seek emergency medical assistance where necessary. Parents/carers will be informed as soon as practicable.

Where a pupil requires hospital treatment, a member of staff will remain with the pupil until a parent/carer arrives and, where necessary, will accompany the pupil to hospital, taking any relevant medical information and healthcare plans.

Following any serious medical incident, including anaphylaxis, a seizure requiring emergency intervention, a diabetic emergency or hospitalisation, the school will review the incident and identify any lessons learned to improve future practice, training and procedures.

## 7. Allergy Safety

### Allergy Safety

Claygate Primary School recognises that allergies can be life-threatening and will take reasonable steps to provide a safe environment for pupils with allergies.

The school will:

- Maintain an Allergy Safety Policy;
- Identify pupils with allergies and assess risks;
- Ensure relevant staff receive allergy awareness training;
- Ensure emergency medication is accessible at all times;
- Implement arrangements for educational visits, school meals and extracurricular activities;
- Record and review allergy-related incidents and near misses;
- Work in partnership with parents, pupils and healthcare professionals.

The school cannot guarantee an allergen-free environment but will take reasonable and proportionate steps to reduce risk.

## 8. Day trips/off site activities

Individual risk assessments will be completed where necessary. Medical equipment, emergency medication and copies of healthcare plans will accompany pupils on educational visits.

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

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## **9. Avoiding Unacceptable Practice**

Claygate Primary School recognises that all pupils with medical conditions should be supported appropriately, safely and without discrimination. The following practices are considered unacceptable:

- Failing to act in accordance with a pupil's Individual Healthcare Plan (IHP).
- Failing to provide the support or adjustments agreed within a pupil's Individual Healthcare Plan.
- Restricting a pupil's participation in lessons, educational visits, extracurricular activities or other aspects of school life solely because of their medical condition without considering reasonable adjustments.
- Sending a pupil home frequently, or excluding them from school activities, because of their medical condition when this can reasonably be avoided.
- Sending a pupil who is unwell to the school office or medical room unaccompanied.
- Assuming that all pupils with the same medical condition require the same treatment or support.
- Ignoring the views of the pupil, their parents/carers or relevant healthcare professionals.
- Disregarding medical advice or professional recommendations without appropriate justification.
- Making parents/carers feel obliged, or requiring them, to attend school to administer medication or provide medical support, including support relating to toileting needs.
- Creating barriers to a pupil's full participation in school life, including requiring a parent/carer to accompany the pupil on school trips as a condition of attendance.
- Refusing to allow a pupil access to medication, food, drink, rest breaks or toilet facilities where these are required to manage their medical condition.
- Penalising a pupil's attendance record where absences are directly related to their medical condition, treatment or medical appointments.
- Failing to respond appropriately to medical incidents, emergencies or requests for assistance.
- Sharing confidential medical information unnecessarily or without a legitimate need to know.

## **10. Liability and Indemnity**

Staff at the school are indemnified under the County Council insurance arrangements. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

## **11. Complaints**

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## **12. Medical Incident Reporting and Learning**

The school will maintain a system for recording medical incidents, emergency interventions and near misses. Incidents will be reviewed by the Headteacher or designated lead to identify lessons learned and any changes required to training, procedures or risk assessments. Parents will be informed of significant incidents involving their child as soon as practicable.

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## **11. Monitoring and review**

This policy will be reviewed annually by the Governing Body or sooner where changes in legislation, statutory guidance, local authority guidance or school practice require amendment. The effectiveness of arrangements for supporting pupils with medical conditions will be monitored through:

- Review of Individual Healthcare Plans;
- Staff training records;
- Medical incident and near miss reporting;
- Feedback from pupils, parents and healthcare professionals;
- Governing Body oversight.