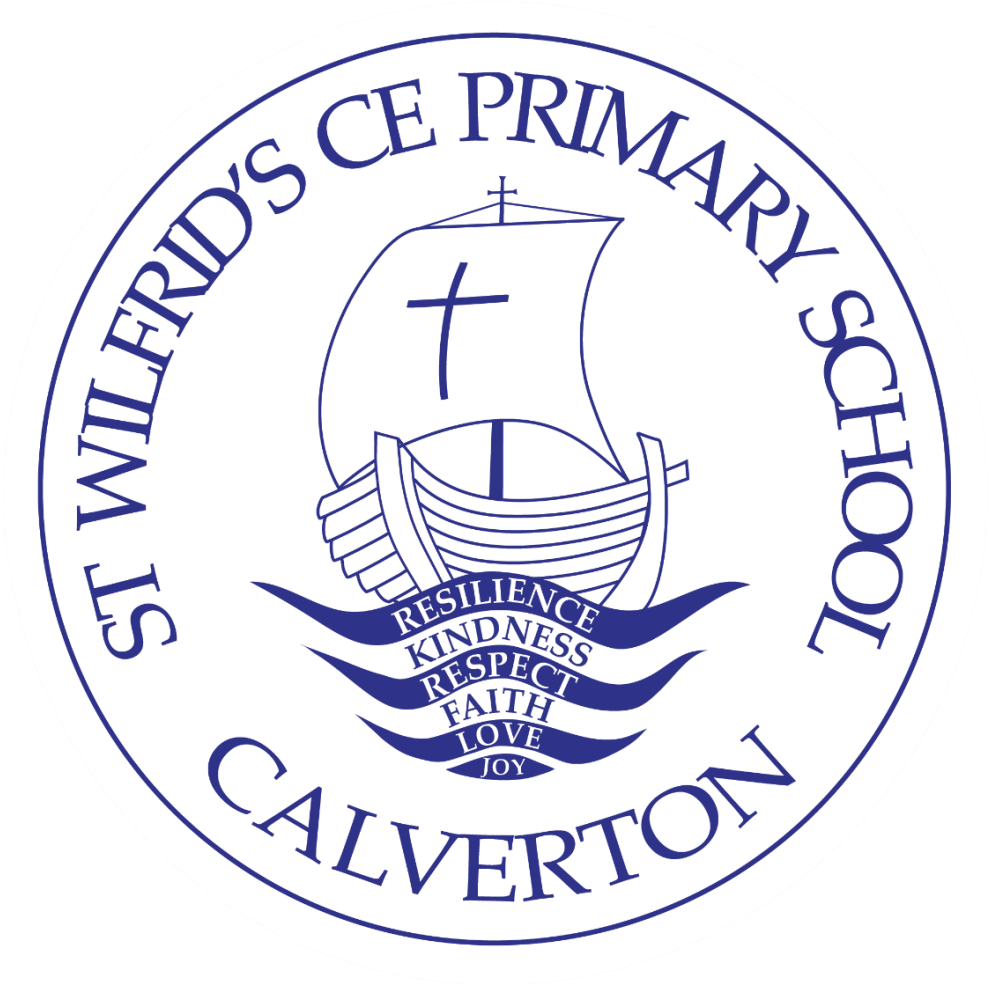


St Wilfrid's CE Primary School

Pupils with Medical Conditions Policy

Approved:	**3rd November 2026**
Next Review:	**Autumn Term 2027**

Responsible Lead: SENCo (Designated Medical Conditions Lead)
Accessibility: This policy is published on the school website and available on request from the school office.

Policy Statement

St Wilfrid's CE Primary School is an inclusive community dedicated to supporting and welcoming pupils with medical conditions. Our aim is to provide equal opportunities for all pupils, ensuring they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

We are committed to ensuring that all staff understand their duty of care towards children and young people in the event of a medical emergency and feel confident in their ability to act effectively. Certain medical conditions, such as asthma, cancer, diabetes, and epilepsy, can be serious and potentially life-threatening if not properly managed.

This policy supports pupils with medical needs, promotes regular attendance, and ensures they are not denied access to education, school trips, or extracurricular activities because of their medical condition. It has been revised in accordance with the *Children and Families Act 2014* and *Supporting Pupils at School with Medical Conditions* (DfE, 2015).

Some pupils with medical conditions may also be disabled under the Equality Act 2010. The school will make reasonable adjustments to ensure these pupils are not disadvantaged.

Responsibilities

Headteacher

The Headteacher will:

- Ensure the policy is communicated to staff.
- Ensure Individual Healthcare Plans are developed and reviewed.
- Ensure adequate numbers of trained staff are available at all times, including during staff absence.
- Ensure staff understand they are insured when acting in accordance with school procedures.
- Liaise with the School Nursing Service where appropriate.

Parents and Carers

- Must inform the school about any medical needs before admission or when a medical need develops.
- Work in partnership with the school and health professionals to draw up an Individual Healthcare Plan (IHP).
- Complete a consent form for any medication administered at school. Written parental consent is required before medication is administered, except in emergency situations.
- Provide sufficient medication in its original container, ensure it is in date, and replace it as needed.

School Staff

- May administer medication if agreed by the Headteacher or SENCo.
- Will receive appropriate training to ensure competency. Staff are covered by the school's insurance when following procedures correctly.
- No member of staff can be required to administer medication unless it is part of their contractual role. Staff who agree to administer medication will receive appropriate training and support.
- Must ensure pupils with medical conditions are included in all aspects of school life, unless evidence from a health professional indicates otherwise.
- Must follow emergency procedures, including calling 999 immediately in life-threatening situations and remaining with the child until help arrives.
- Will be briefed on pupils with medical conditions, particularly for off-site activities.

Governing Body

The Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure this policy is implemented effectively.
- Ensure sufficient staff receive appropriate training.
- Ensure pupils with medical conditions have full access to education and school activities.
- Review this policy annually.

Local Authority and Health Professionals

- The Local Authority, school nursing service, and other NHS professionals will work in partnership with the school to ensure pupils are well supported.

Individual Healthcare Plans (IHPs)

- IHPs will be drawn up in collaboration with parents/carers, pupils (where appropriate), school staff, and health professionals.
- IHPs will include: medical condition, special requirements (e.g., dietary needs), medication details, daily care, emergency procedures, and staff responsibilities.
- IHPs will also record whether the pupil can self-administer medication, details of staff training required, any equipment needed and arrangements for school trips and extracurricular activities.
- IHPs must be reviewed annually or sooner if the child's needs change.

Individual Healthcare Plans will consider educational, social and emotional needs, including arrangements for:

- Catching up missed learning.
- Rest breaks.
- Emotional support.
- Managing appointments and absences.
- Reintegration following hospital treatment or prolonged absence.

Notification of a Medical Condition

1. Parent or healthcare professional informs school.
2. SENCo/Headteacher gathers medical information.
3. Meeting held with parents and healthcare professionals if required.
4. Individual Healthcare Plan created where appropriate.
5. Relevant staff receive training.
6. Plan shared confidentially with relevant staff.
7. Arrangements in place before the child starts school where possible.

Medication Administration

Where appropriate, pupils will be encouraged to carry and administer their own medication (for example inhalers or insulin), provided this has been agreed by parents, healthcare professionals and the school and is recorded in the Individual Healthcare Plan.

Storage

- Emergency medication (e.g., inhalers, EpiPens) must be easily accessible and never locked away if this would delay access in an emergency.
- Prescription medication must be stored in a locked cabinet with restricted access except medication that needs immediate access according to the IHP.
- Controlled drugs (e.g., Ritalin) must be stored securely in a restricted-access room and recorded in a stock register.

Types of Medication

- Antibiotics: Administered at home where possible; school may administer if consented.
- Analgesics (Painkillers): Individually supplied with written parental consent. Aspirin must not be given.
- Over-the-Counter Medicines: Accepted only in exceptional circumstances, treated as prescribed medication.

Disposal of Medication

- Parents/carers are responsible for collecting or returning expired medication to a pharmacy.
- If parents do not collect, school staff may safely dispose of expired or unused medication following LA guidance.

Refusal of Medication

- If a child refuses medication, parents/carers are informed immediately. Staff cannot force medication.
- Exception: in life-threatening situations (e.g., anaphylaxis), staff will administer emergency medication immediately, prioritising preservation of life.

Specific Medical Conditions

Asthma Management

- Inhalers must be readily available, labelled, and accompanied by spacers if required. Staff will monitor use and inform parents of concerns.

Diabetes Management

- IHPs will outline how to prevent and treat hypoglycaemia. Staff will be trained to recognise and respond to episodes.

Cancer Management

- Staff should be aware of physical and emotional impacts of treatment. A key person will support the pupil, and all staff will be briefed.

Record Keeping

- A register of pupils with medical needs will be maintained for each class.
- Records include prescribed medications, consent forms, and staff signatures when medication is administered.
- Emergency medication use must be logged with time, date, and staff signature.

Training

- Staff who support pupils with medical needs receive regular training from health professionals.
- Training is updated annually or when a pupil's needs change.
- The SENCo will ensure suitable cover arrangements are in place during staff absence, turnover or when supply teachers are responsible for pupils.

Inclusion and Activities

- Pupils with medical conditions are supported to fully participate in school life, including trips, residential visits, and sports activities.
- Risk assessments will consider medical needs, and reasonable adjustments will be made.

Emergency Procedures

Trained staff will administer emergency medication without delay in accordance with the pupil's Individual Healthcare Plan or emergency care plan while emergency services are contacted where appropriate.

If a pupil needs emergency support:

1. Administer prescribed emergency medication.
2. Call 999 immediately.
3. Contact parents/carers.
4. Ensure a staff member accompanies the child to hospital if parents cannot attend.
5. Staff remain with the child until emergency services arrive.

Confidentiality
Information about a pupil's medical condition will only be shared with staff who need to know in order to support the pupil safely. Parents and pupils will be consulted where confidentiality concerns arise.

Unacceptable Practice
The school will never:

- Prevent a pupil from accessing medication.
- Assume every pupil with the same condition requires identical treatment.
- Ignore the views of pupils or parents.
- Send a pupil to collect medication unsupervised if they are unwell.
- Penalise attendance related to a medical condition.
- Exclude pupils from school trips or PE without medical advice.
- Require parents to attend school to administer medication where this would be unreasonable.

Complaints Procedure

- Parents or pupils dissatisfied with support should follow the school's complaints procedure (available on the website).

Further Information and Guidance

- Asthma UK – www.asthma.org.uk
- Diabetes UK – www.diabetes.org.uk
- Epilepsy Action – www.epilepsy.org.uk
- Young Lives vs Cancer – www.younglivesvscancer.org.uk

Appendix 1: Medical Permission

Child's Name	
Class	
Date	
Parent's Signature	

List of Prescribed Medicines

Name of Medication	Dosage	Time

Additional Instructions:

Appendix 2: Individual Healthcare Plans (IHPs)

St Wilfrid's CE Primary School

Health Care Plan

Children with medical needs which school may need to act on are required to have a Health Care Plan. This should be produced in conjunction with the parents and appropriate professionals as required. The child may also be involved if appropriate. All adults who are responsible for the child in school should be familiar with the Health Care Plan.

Name:	
Date of Birth:	
Class:	
Date of document:	

Form completed by:		**Review Date:**	

Child's Address	**Medical diagnosis or Condition:**

Contact information			
Contact 1		**Contact 2**	
Name		**Name**	
Mobile Phone Number		**Mobile Phone Number**	
Home Phone Number		**Home Phone Number**	

Hospital/ Clinic Details			
Name		**Contact Details**	
GP Details			
Name		**Contact Details**	

Describe medical needs and give details of child's symptoms:
Daily care requirements: (e.g. before sport/at lunchtime)
Describe what constitutes an emergency for the child, and the action to take if this occurs:
Follow up care:
Who is responsible in an emergency (state if different for off-site activities)