

# Alexandra Primary School



## Supporting Pupils with Medical Conditions Policy

**September 2025-2027**

<b>Approved by:</b>	Safeguarding Committee	<b>Date:</b> 06/11/2025
<b>Last reviewed on:</b>	10/11/2024	
<b>Next review due by:</b>	September 2027	

## **1. Commitment**

We are committed to ensuring that all pupils with medical conditions, including both physical and mental health needs, receive the appropriate support necessary to fully participate in all aspects of school life, maintain their health, and achieve their full potential. We firmly believe that medical needs should never become a barrier to education. Therefore, no pupil will be denied admission or prevented from taking up a place at the school due to their medical condition.

Section 100 of the Children's and Families Act (2014) places a duty on Governing Bodies to make arrangements for supporting children at school with medical conditions. The Department for Education has produced statutory guidance, Supporting Pupils at School with Medical Conditions (December 2015). DfE guidance to Arranging education for children who cannot attend school because of health needs (December 2023).

## **2. Key Principles**

- We will not accept a pupil in school if their presence poses a health risk to themselves or others.
- Support arrangements will be implemented promptly once the school is notified of a pupil's condition.
- We do not wait for a formal diagnosis to provide support.
- This policy will be reviewed regularly and accessible to all stakeholders.

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

- Parents of pupils with ongoing medical conditions (e.g., asthma, epilepsy, diabetes) must complete an IHP, updated annually or sooner if needs change.
- IHPs will include:
  - Detailed medical condition, triggers, symptoms, treatments.
  - Medication details (dose, side effects, storage).
  - Educational, social, and emotional support needs.
  - Level and provider of support, including training and cover arrangements.
  - Staff awareness and confidentiality protocols.
  - Parental and headteacher consent for medication administration.
  - Adjustments for school trips and extracurricular activities.
  - Emergency contact and response procedures, including clinician-prepared emergency healthcare plans where applicable.

## **4. Staff Training and Support**

- All staff supporting pupils with medical needs will receive appropriate training and refresher sessions.
- No staff member will administer medication or perform healthcare procedures without suitable training.
- Training needs will be reviewed annually or when new conditions arise.

## **5. Pupil Self-Management**

- Where appropriate, pupils will be supported to manage their own medical needs, developing independence and preparation for future education stages.
- Competency assessments will be conducted with parental and medical professional input.

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

- Medicines will only be administered when essential to a pupil's health or attendance.
- Written parental consent is mandatory for all medicine administration.
- Medicines must be prescribed, in-date, labelled, and supplied in original containers with instructions.
- Aspirin will not be given unless prescribed.
- Pain relief medicines will be given only after checking dosage and previous administration times.
- Medicines will be stored securely but accessible to the pupil when needed, including during off-site activities.
- Controlled drugs will be administered strictly according to prescriber instructions.
- Records of all medicines administered will be maintained.
- Unused medicines will be returned to parents for safe disposal; sharps will be disposed of in appropriate containers.

## **7. Record Keeping**

- Detailed records of medicine administration will be kept to protect pupils and staff and to ensure compliance.
- Parents will be informed of any health incidents or medicine administration.

## **8. Emergency Procedures**

- Emergency services will be contacted immediately if a pupil's health is at serious risk.
- Parents or carers will be contacted promptly using up-to-date contact details.
- Staff will follow the pupil's emergency healthcare plan if available.

## **9. School Trips and Activities**

- Pupils with medical conditions will be supported to participate fully in trips and activities.
- Risk assessments will include medical needs and necessary adjustments.

## **10. Complaints**

- Concerns about support for medical conditions should be raised initially with the Headteacher or Deputy Headteacher.
- The school's complaints procedure will be followed if issues remain unresolved.

## **11. Related Policies**

- Administration of Medicines Policy

- First Aid Policy
- Asthma Policy and Guidance
- Accessibility Policy
- SEND and Inclusion Policy
- Safeguarding Policy
- Complaints Policy

### **Additional Recommendations for Leadership:**

- Ensure all staff are aware of this policy and their responsibilities through induction and ongoing professional development.
- Regularly audit the implementation of IHPs and medicine administration records.
- Develop strong communication channels with parents, healthcare professionals, and pupils.
- Monitor and review the policy every two years or sooner if statutory guidance changes.

This updated policy reflects the latest statutory guidance and inspection expectations, supporting Alexandra Primary in providing safe, inclusive, and effective support for pupils with medical conditions.

### **Sources:**

Maintained School Governance Guide, March 2024 (Section 7.8.3 Supporting pupils in school with medical conditions).