

Rossington St Michael's C of E Primary School

MEDICAL CONDITIONS POLICY 2025-2027



Date of Policy: September 2025

Date of Review: September 2027

1. Policy Statement

Rossington St Michael's CE Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We aim to ensure that all children with medical needs can access and enjoy the same opportunities as other pupils, including access to the full curriculum, school trips, and extra-curricular activities—safely and without discrimination.

We are committed to:

- Supporting pupils with medical conditions so they can lead full, active, and healthy lives
- Ensuring staff are trained and confident to support pupils
- Working in partnership with parents, carers, health professionals, and pupils

This policy is written in line with the DfE's statutory guidance: **Supporting Pupils at School with Medical Conditions (2015)** and the **Equality Act 2010**.

2. Roles and Responsibilities

The Local School Board

- Ensures pupils with medical conditions are supported effectively
- Reviews this policy annually
- Monitors arrangements to support pupils with medical conditions

The Headteacher

- Ensures policy implementation and staff training
- Ensures risk assessments for school visits include pupils with medical conditions
- Ensures appropriate insurance is in place for staff supporting pupils with medical needs

Medical Needs Lead (SENDCo)

- Coordinates healthcare plans and liaises with health services
- Ensures staff have up-to-date training
- Maintains records of pupils with medical conditions and their needs

School Staff

- Take appropriate action when pupils with medical needs require support
- Follow individual healthcare plans (IHPs)
- Undertake training as required

Parents/Carers

- Provide full information about their child's medical condition
- Keep the school informed of any changes
- Supply medicines and equipment needed

Pupils

- Are encouraged to be involved in managing their medical needs (age-appropriate)
 - Provide feedback on how their condition affects them in school
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3. Definition of Medical Conditions

This policy applies to pupils with:

- Short-term conditions requiring medication
 - Long-term chronic conditions (e.g. asthma, diabetes, epilepsy)
 - Severe allergies requiring emergency response (e.g. anaphylaxis)
 - Mental health and emotional well-being needs linked to medical conditions
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4. Individual Healthcare Plans (IHPs)

An **Individual Healthcare Plan** will be created for pupils with significant or long-term medical needs. This is done in consultation with:

- Parents/carers
- Health professionals
- The pupil (where appropriate)

IHPs include:

- Details of the condition and treatment
- Daily care requirements
- Emergency procedures
- Contact information
- Roles and responsibilities of school staff

Plans are reviewed annually, or sooner if the pupil's condition or treatment changes.

5. Managing Medicines in School

We follow strict protocols for storing, administering, and recording medicines:

Prescription Medicines:

- Will only be administered when prescribed by a healthcare professional
- Must be in-date, labelled, and provided in the original container
- Parents must complete a **Parental Agreement for School to Administer Medicine** form

Non-Prescription Medicines:

- Generally not administered unless agreed by the Headteacher in exceptional circumstances

Self-Administration:

- Where appropriate, pupils will be encouraged to manage their own medicines (e.g. asthma inhalers, insulin pens)

Storage:

- Medicines are stored securely, refrigerated if necessary
- Emergency medication (e.g. EpiPens) is easily accessible

Record Keeping:

- All administration of medication is recorded on a **Medication Record Sheet**
 - A witness will sign where possible
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6. Emergency Procedures

- All staff are aware of emergency protocols for pupils with serious conditions (e.g. seizures, anaphylaxis)
 - Emergency medication is accessible and clearly labelled
 - IHPs include emergency action plans and contact numbers
 - Staff will not hesitate to contact emergency services and will always inform parents/carers immediately
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7. Training of Staff

- Staff receive regular training to support pupils with medical conditions
- Training is provided by relevant healthcare professionals and updated as needed
- Records of all training are kept centrally

Staff will not be expected to administer medication without appropriate training.

8. Managing Absence and Reintegration

- Absence due to medical needs is managed sensitively
 - We work with families to support reintegration, including part-time timetables or support strategies
 - Pupils with medical needs will not be penalised academically due to illness
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9. Educational Visits and Activities

- Risk assessments will include provisions for pupils with medical conditions
 - Reasonable adjustments will be made to allow full participation
 - Additional staff support and medication protocols will be arranged as needed
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10. Unacceptable Practice

Staff are trained to avoid the following unacceptable practices:

- Preventing pupils from easily accessing their inhalers or medication
 - Assuming every child with the same condition requires the same treatment
 - Ignoring a pupil's views or medical needs
 - Penalising children for absences related to their condition
 - Preventing pupils from participating in any aspect of school life
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11. Confidentiality and Data Protection

All medical information is treated as confidential in line with **GDPR** and **Data Protection legislation**. Only relevant staff will have access to medical records or IHPs.

12. Insurance and Liability

The school is fully insured to support staff in administering medication and acting in emergency situations. Staff will not be held personally liable if acting in good faith and in accordance with training.

13. Policy Review and Monitoring

This policy is reviewed **every two years**, or sooner if required by changes in legislation or guidance. The Headteacher and Governing Body are responsible for ensuring its effectiveness.

Appendices (available on request)

- Appendix A: Parental Agreement for School to Administer Medicine Form
- Appendix B: Individual Healthcare Plan Template
- Appendix C: Emergency Protocols Summary

Appendix A – Parental Agreement for School to Administer Medicine

Rossington St Michael's CE Primary School

This form must be completed for each medicine to be administered.

Child's Details

Full Name: _____

Date of Birth: _____

Class: _____

Parent/Carer Contact Information

Name: _____

Relationship to Child: _____

Daytime Telephone: _____

Emergency Contact Name & Number: _____

Medicine Information

Name of Medicine: _____

Reason for Medicine: _____

Dosage and Method: _____

Time(s) to be given: _____

Special Precautions/Side Effects: _____

Expiry Date: _____

Storage Requirements: _____

I confirm that the above medicine has been prescribed by a doctor and is clearly labelled. I give consent for the school to administer this medication as instructed. I understand I must deliver the medicine to the school office in person and collect it when required.

Parent/Carer Signature: _____

Date: _____

School Staff Signature: _____

Date: _____

Appendix B – Individual Healthcare Plan (IHP) Template

Rossington St Michael's CE Primary School – Individual Healthcare Plan

Pupil's Name:

Date of Birth:

Class / Year Group:

Medical Diagnosis / Condition:

Date of Plan:

Review Date:

1. Medical Needs

Provide details of condition, symptoms, triggers, signs, treatments, equipment or devices, environmental issues, etc.

2. Daily Care Requirements

What needs to be done, when and by whom?

3. Medication

List name, dose, method of administration, time of day, side effects, storage.

4. Emergency Procedures

What constitutes an emergency? What action should be taken? Who is responsible?

5. Pupil Understanding

How much responsibility does the pupil take for managing their condition?

6. Staff Training Required

What training is needed? When and by whom was it provided?

Family Contact Information

Parent/Carer 1 Name: _____

Phone: _____

Parent/Carer 2 Name: _____

Phone: _____

Clinic/Hospital Contact

Name: _____

Phone: _____

GP Name & Contact

Name: _____

Phone: _____

Plan Agreed By:

Parent/Carer: _____ Date: _____

Headteacher/Lead: _____ Date: _____

Health Professional: _____ Date: _____

Appendix C – Emergency Protocols Summary

Asthma

- Child to use their inhaler (self-administer if possible).
- If no relief after prescribed dose, repeat after 10 minutes.
- If still no relief or condition worsens, **call 999**.
- Inform parent/carer immediately.

Anaphylaxis

- Administer EpiPen immediately.
- Call 999 immediately after administering.
- Keep child lying down with legs raised.
- Inform parent/carer.

Seizures/Epilepsy

- Protect the child from injury (do not restrain).
- Note time and duration of seizure.
- Call 999 if seizure lasts more than 5 minutes or another starts soon after.
- Inform parent/carer.

Diabetes

- Follow the child's IHP for blood glucose monitoring and insulin administration.
- For low blood sugar (hypoglycaemia): give fast-acting sugar (e.g. juice/glucose tablets).
- Call 999 if child loses consciousness.
- Inform parent/carer.

General Emergency

- Stay with the child.
 - Call 999 if in doubt.
 - Send for a trained first aider.
 - Contact parent/carer.
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