

THE IVORY FEDERATION

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School Rushcroft Primary School

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

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RATIONALE

The Ivory Federation is committed to ensuring that pupils with medical conditions are properly supported so that they can access education, participate fully in school life and achieve their potential.

Medical conditions may be short-term, long-term, complex or life-threatening and individual pupils may require different levels of support. No pupil should be unnecessarily prevented from taking part in normal school activities because of a medical condition where reasonable arrangements can be made to support them safely.

This policy has been developed in accordance with Section 100 of the Children and Families Act 2014 and current Department for Education statutory guidance on supporting pupils at school with medical conditions. It should be read alongside each school's Allergy Safety & Anaphylaxis Policy, First Aid and Defibrillator Policy, SEND arrangements, Improving Attendance Policy, Safeguarding/Child Protection Policy and relevant health and safety procedures.

PURPOSE

This policy aims to:

- ensure pupils with medical conditions are identified and appropriately supported;
- ensure Individual Healthcare Plans (IHPs) are in place where required;
- establish safe arrangements for the receipt, storage, administration and recording of prescribed medicines;
- ensure staff understand their responsibilities and receive appropriate information and training;
- enable pupils with medical conditions to participate as fully as possible in school life;
- ensure appropriate arrangements are in place for emergencies, educational visits and periods of ill health; and
- ensure medical needs are considered alongside safeguarding, SEND, attendance and equality duties.

BROAD GUIDELINES

1. IDENTIFYING & RECORDING MEDICAL CONDITIONS

At the start of each school year and whenever a pupil joins the school, parents and carers are asked to provide information about medical conditions, allergies and medication.

Parents and carers must inform the school promptly of any diagnosis, prescribed medication, treatment, emergency arrangements or subsequent change to their child's medical needs.

Relevant information will be recorded within the school's medical records and shared with staff who need to know in order to support the pupil safely.

The Pastoral Care Worker is responsible for coordinating the school's medical needs arrangements and will ensure that relevant medical information is current and appropriately communicated.

2. INDIVIDUAL HEALTHCARE PLANS

Not every pupil with a medical condition will require an Individual Healthcare Plan (IHP). An IHP will normally be considered where a pupil has a long-term, complex, significant or potentially life-threatening condition, or where specific arrangements are required to manage the pupil's needs safely in school.

The Pastoral Care Worker will coordinate IHPs in consultation with parents or carers and, where appropriate, the pupil and relevant healthcare professionals.

The IHP should identify, as appropriate:

- details of the medical condition, including triggers, signs and symptoms;
- the pupil's resulting needs and reasonable adjustments;
- medication, dosage and storage arrangements;
- treatment or procedures required;
- emergency procedures;
- staff training requirements;
- arrangements for PE, educational visits and other school activities;
- arrangements for self-management where appropriate; and
- relevant emergency contact information.

IHPs will be reviewed at least annually and sooner where the pupil's needs, treatment or medication change.

3. ROLES AND RESPONSIBILITIES

Pastoral Care Worker

- coordinate the school's medical needs arrangements and IHPs;
- check medical consent forms and ensure relevant information is complete;
- check that medication belongs to the named pupil, is within its expiry date and carries clear dosage and frequency instructions;
- oversee safe storage arrangements and regular checks of medication;
- provide relevant staff with information and updates about pupils' medical needs; and
- keep medical information and records current and organised.

Senior Leadership Team

- ensure this policy is implemented effectively;
- ensure appropriate arrangements, staffing and training are in place;
- consider whether the school can safely and reasonably meet requests for medical support; ensure medical needs are considered within safeguarding, SEND, attendance, equality and health and safety arrangements; and
- address concerns about the safety or effectiveness of medical arrangements promptly.

School Staff

- comply with this policy and follow relevant IHPs and emergency arrangements;
 - keep accurate records when medication has been administered;
 - raise concerns promptly with the Pastoral Care Worker or a senior leader;
- undertake required training before carrying out a medical procedure for which specific training is necessary; and
- take appropriate action in a medical emergency.

Parents and carers are responsible for providing accurate and up-to-date information, supplying prescribed medication in its original correctly labelled container, replacing medication before it expires and participating in the development and review of IHPs where required.

4. MANAGING PRESCRIBED MEDICINES

Medicines will normally only be administered in school where they have been prescribed by a doctor or other appropriately authorised healthcare professional and where it would be detrimental to a pupil's health or school attendance not to administer the medicine during the school day.

The Federation's existing practice is that non-prescription medicines are not administered by staff. Where a child requires non-prescription medication during the school day, parents or carers may make arrangements to attend school to administer it.

Prescribed medicines accepted by school must:

- be in date;
- be in the original container as dispensed by a pharmacist;
- be clearly labelled for the pupil; and
- include clear instructions for administration, dosage and storage.

Written parental consent is required before prescribed medicine is administered. The school will not alter prescribed dosages or instructions without appropriate confirmation.

No pupil will be given medicine containing aspirin unless it has been prescribed by a doctor.

5. STORAGE AND ACCESS TO MEDICINES

Medication will be stored safely in accordance with the instructions on its container while remaining readily accessible where it may be required in an emergency.

Where medication requires refrigeration, it will be stored in the designated medicines refrigerator in the staffroom/family room or other agreed secure location.

Emergency medication must be accessible without avoidable delay. Controlled drugs will be stored securely in accordance with relevant requirements.

Medication must not routinely be stored unsecured in classrooms. Where a pupil needs immediate access to medication, or is managing their own medication, appropriate individual arrangements will be agreed and recorded.

Parents and carers are responsible for collecting medicines that are no longer required or have expired.

6. ADMINISTRATION & RECORD KEEPING

Before administering prescribed medication, the member of staff will check the pupil's identity, the medication, dosage, timing and relevant consent/instructions.

An accurate record will be made whenever medication is administered.

Where a pupil refuses medication, staff will not force them to take it. Parents or carers will be informed and appropriate medical advice sought where necessary.

Staff must report any error, concern, unexpected reaction or side effect immediately to a senior leader and follow appropriate first aid or emergency procedures.

7. SELF-MANAGEMENT

Where appropriate to their age, maturity and understanding, pupils will be encouraged to take increasing responsibility for managing their own medical condition.

Decisions about self-management will take account of the nature of the condition and medication, the pupil's competence, advice from parents or carers and healthcare professionals, and the safety of the pupil and others. Arrangements will be recorded in the IHP where appropriate.

8. STAFF TRAINING AND AWARENESS

Staff providing support to a pupil with medical needs will receive sufficient information and appropriate training to carry out that support safely. Relevant information about individual pupils will be communicated to staff who work with or supervise them.

Training will reflect the individual pupil's needs and may be provided by an appropriate healthcare professional or other competent provider. It will be refreshed where required and when a pupil's needs or treatment change.

9. EMERGENCY PROCEDURES

Where a pupil has an LHP, it will clearly describe what constitutes an emergency and the action staff should take. A pupil requiring emergency medical treatment will not be delayed while the school attempts to contact a parent or carer.

In a medical emergency staff will:

- follow the pupil's agreed emergency arrangements where available;
- provide first aid and emergency medication as appropriate;
- contact emergency services where required;
- inform parents or carers as soon as practicable; and
- ensure a member of staff accompanies the pupil to hospital where necessary if a parent or carer has not yet arrived.

Emergency arrangements for anaphylaxis are set out within the Federation's Allergy Safety & Anaphylaxis Policy.

9. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

Medical needs will be considered as part of the planning for educational visits, residential visits and off-site activities, and any necessary arrangements will be detailed by the group leader in the risk assessment

The group leader will ensure that relevant staff understand the pupil's needs, required medication accompanies the pupil and remains accessible, and appropriate arrangements are in place for emergencies.

Pupils should not be unnecessarily excluded from visits or activities because of a medical condition where reasonable arrangements can be made to enable safe participation.

10. ATTENDANCE AND PERIODS OF ILL HEALTH

A medical condition should not unnecessarily prevent a pupil from participating in school life. The Federation will make reasonable adjustments where required and will consider medical needs sensitively and individually within attendance arrangements.

Where a medical condition creates a barrier to attendance, the school will work with parents or carers and relevant professionals to identify appropriate support.

Where a pupil is unable to attend school for a significant period because of health needs, the school will work with the local authority and relevant services, as appropriate, to support continuity of education and reintegration.

11. SEND, DISABILITY AND REASONABLE ADJUSTMENTS

A medical condition does not automatically mean that a pupil has special educational needs or a disability. However, some pupils with medical conditions may also have SEND and/or meet the definition of disability under the Equality Act 2010.

Where this applies, medical support will be coordinated appropriately with SEND provision and reasonable adjustments. Where a pupil has an Education, Health and Care Plan, this policy will operate alongside the provision specified within that plan.

12. SAFEGUARDING

A pupil's medical needs may at times form part of a wider safeguarding picture. Staff must follow the Federation's safeguarding procedures where there are concerns about unexplained or inconsistent medical information, failure to provide essential medication or treatment, a pupil's health needs not being appropriately met, fabricated or induced illness, or any other circumstances that may indicate that a child is at risk of harm.

Safeguarding concerns must be reported to the Designated Safeguarding Lead in accordance with the Federation's Safeguarding and Child Protection Policy.

13. LINKS WITH OTHER POLICIES AND PROCEDURES

This policy should be read alongside:

- each school's First Aid and Defibrillator Policy;
- Allergy Safety & Anaphylaxis Policy;
- Improving Attendance Policy;
- SEND Policy;
- Educational Visits Policy;
- Safeguarding & Child Protection Policy; and
- Health and Safety Policy.

14. CONCLUSION

The implementation of this policy will support a safe, inclusive and consistent approach to supporting pupils with medical conditions across the Federation.

The Executive Headteacher and governing bodies are responsible for ensuring that appropriate arrangements are in place. Implementation will be monitored through the Federation's existing safeguarding, SEND, attendance, health and safety and medical needs arrangements.

This policy will be reviewed annually, and sooner where there are changes to legislation or statutory guidance, where revised Department for Education guidance on supporting pupils with medical conditions is published, or where learning from an incident indicates that changes are required.

Policy reviewed August 2026