

Caldecote Primary School

Supporting Pupils with Medical Conditions Policy

September 2026

POLICY STATEMENT

Caldecote Primary is an inclusive community that welcomes and supports pupils with medical conditions. The school provides all pupils with any medical condition the same opportunities as others at school.

We recognise that effective management of medical needs is essential to pupils' health, wellbeing, attendance and achievement. By working closely with families, healthcare professionals and staff, we aim to provide a safe, inclusive and nurturing environment where every child feels valued and able to reach their full potential.

1. Roles and responsibilities

The Leadership Team is responsible for:

- Ensuring the policy is developed effectively and staff are aware.
- Liaising with appropriate healthcare professionals regarding the training required for staff, that is appropriate to role and student need
- Ensuring enough trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring appropriate insurance and indemnity arrangements are in place for all staff undertaking healthcare support duties.
- Ensuring confidentiality and making decisions about information sharing based in safeguarding, emergency needs and parental consent. Confidential information will be made available on a need-to-know basis.
- Securing a defibrillator.

The Inclusion Lead is responsible for:

- Oversight of developing Individual Healthcare Plans (IHCPs) and risk assessments as required.
- Stay up-to-date with relevant training necessary for the role.
- Identifying staff who need to be aware of a child's medical condition.
- The day-to-day management of supporting pupils with medical conditions.
- Continuous two-way liaison with parents, healthcare professionals and school in the case of any child who has or develops an identified medical condition.
- Ordering 'spare' salbutamol asthma inhalers for emergency use and AAIs.

The Office Manager is responsible for medication collection & administration:

- Ensuring parents accurately complete the 'request for school to

administer medication' form when any medication is sent into school.
- Checking the date on medication sent into school.
- Update any medical or allergy information on the medical register, with class teachers and relevant staff members when new pupils start.
- Keep a log of any medication administered during the school day.
- Ensure relevant allergy and medical information is shared with supply teachers in class.
- Ensure allergy and medical information volunteered by staff is kept confidentially and only shared on a need-to-know basis.

The Lead first-aider is responsible for:
- Auditing supplies and ensuring there is a regular re-ordering of first aid supplies. Ensuring first aid kits are appropriately stocked and accessible.
- Checking expiry dates on first aid supplies and re-stocking appropriately.

Staff Members are responsible for:
- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
- Knowing where controlled drugs are stored and where the key is held should medication be required.
- Taking account of the needs of pupils with medical conditions in lessons, when planning trips, visits and sports events.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.
- Staff who bring medication into school for personal use must ensure that these are stored securely and that students are unable to access these

Parents are responsible for:
- Providing accurate information on any existing or new allergies or medical conditions and any changes in these conditions.
- Contributing to the development and review of IHCPs.
- Completing parent consent forms to administer medicine or treatment before bringing medication into school.
- Providing medicine to school keeping it up-to-date including collecting left over medicine.

Pupils are responsible for:
- Providing information on how their medical condition affects them and where needed, supported by a parent/carer.
- Contributing & complying with the IHCP, if competent this may include carrying medicines or devices.

The Governing Body will ensure that arrangements are in place to support pupils with medical conditions, that this policy is reviewed regularly, and that sufficient resources and appropriately trained staff are available to implement it.

2. Training for Staff

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so (usually if requiring 4 doses daily).
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition.
- School will keep a record of medical conditions supported, training undertaken, and a list of teachers trained to undertake responsibilities under this policy.

3. Medical register/ list

- Schools' admissions forms request information on pre-existing medical conditions. Parents are asked to inform the school and can do so face to face, over the telephone or in writing or by emailing the school office at any point in the school year if a condition develops or is diagnosed. The school will consider seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register is kept, updated and reviewed regularly by the nominated member of staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need-to-know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list, careful transition arrangements are made to prepare and train staff if appropriate.

4. Individual Healthcare Plans

- Where necessary (the Inclusion Lead will make the final decision) an Individual Healthcare Plan (IHCP) will be developed by the medical professionals in collaboration with the pupil, parents/carers and Special Educational Needs Coordinator (SENCO) and/or Medical & Allergy Lead in school.
- IHCPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. If consent is sought from parents a photo and instructions may be displayed. In the case of conditions with potential life-threatening implications the

information is readily available to staff. This could be in the first aid kit or individual class register packs.

- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care Plan (EHCP) or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHCP identifies the support the child needs to reintegrate.

5. Administering Medicines

- Medicines will only be administered in school when it would be detrimental to a child's health or attendance not to do so.
- The school will not administer prescription or non-prescription medicines without parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the parent's knowledge.
- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents/carers while respecting their right to confidentiality.
- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Medicines will be stored in the locked first aid cupboard. Medication that needs to be stored in a cool fridge should be kept in a separate fridge.
- Any medications left over at the end of the course will be returned to the child's parents, including sharps in sharps boxes.
- Written records will be kept of any medication administered to children. This will be signed off and witnessed.
- Medication administered will be recorded on the appropriate form.
- Pupils will never be prevented from accessing their medication.

6. Emergencies

- Where a child has a healthcare plan it will clearly state what constitutes an emergency for that child and steps to take.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If parents cannot be contacted immediately, a member of staff will accompany the child to hospital and remain with them until parents or carers arrive.
- The school has spare emergency salbutamol inhalers and Adrenaline auto-injectors (AAIs). Staff know where these are stored and are easily accessible.

7. Day trips, residential visits and sporting activities

- Wherever possible arrangements will be put in place to ensure that all children with medical conditions can access all school activities unless it is not safe or advisable for them to do so in which case medical advice may be sought and parents consulted.
- Additional risk assessments may be put in place for these events if needed, please refer to the Educational Visits Policy.
- Parents will be consulted where necessary in addition to the normal IHCP requirements for the school day.

8. Unacceptable Practice

- We will not prevent pupils from accessing prescribed medication.
- Staff will never assume every child with the same condition requires the same support.
- We will not prevent pupils from drinking, eating or taking toilet breaks where this is required by their medical condition.
- Pupils with medical conditions will not be excluded from activities unnecessarily.
- Attendance will always be supported, avoiding sending children home frequently because of a medical condition while also recognising the impact a medical condition could have on a pupil's attendance.

9. Complaints

- Concerns should initially be raised with the Inclusion Lead or Headteacher. If unresolved, complaints should be managed through the school's Complaints Policy.

Related Policies: **Allergy Policy September**
Educational Visits Policy

Related documents: **Request for Schools to administer medication form**
Risk Assessments
IHCP template

Policy Review

The Policy statement will be reviewed in line with the rolling programme of Policy reviews.