

Supporting Pupils with Medical Needs

Veritas Multi Academy Trust

Warden House Primary School, Deal

Pilgrims' Way Primary School and Preschool, Canterbury

Mundella Primary School and Preschool, Folkestone



Approved by:	Trust Board	Date: 9 December 2025
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Contents

1. Aims	2
2. Legislation and statutory responsibilities	3
3. Roles and responsibilities	3
4. Equal opportunities	4
5. Being notified that a child has a medical condition	4
6. Individual Healthcare Plans (IHCP's) (see Appendix 1)	4
7. Managing medicines	5
8. Emergency procedures	6
9. Training	6
10. Record keeping	6
12. Complaints	6
13. Monitoring arrangements	6
Appendix 1 - Health Care Plan for a Pupil with Medical Needs	6
Appendix 2 – Request for School to Administer Medication	9

1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions.
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

The Trust board will implement this policy by:

- Ensuring sufficient staff are suitably trained.
- Making staff aware of pupils' conditions, where appropriate.
- Arranging cover to ensure someone is always available to support pupils with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant pupils.
- Developing and monitoring individual healthcare plans (IHCP's).
- Ensuring that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Trust Board

The Trust Board has a statutory duty to ensure that appropriate insurance arrangements are in place which adequately reflect the level of risk within the school, thereby enabling staff to act safely and confidently. The Board must also ensure that the procedures outlined in this policy are adhered to and that all necessary training is made available to staff. The Trust Board must ensure that effective arrangements are established to support pupils with medical conditions.

Each school is required to develop, maintain, and regularly review this policy for supporting pupils with medical conditions. A named individual must be designated with overall responsibility for the implementation of this policy.

The Trust Board must ensure that policies, plans, procedures, and systems are properly and effectively implemented, and that the school's arrangements:

- demonstrate an understanding of how medical conditions impact learning;
- promote pupil confidence and self-care;
- recognise that many medical conditions may affect quality of life or be life-threatening.

The Trust Board must further ensure that:

- sufficient staff have received appropriate training and are competent before assuming responsibility for supporting pupils with medical conditions;
- staff providing such support have access to relevant information and teaching materials as required.

In fulfilling these responsibilities, the Trust Board ensures compliance with statutory obligations and alignment with recognised good practice guidance for supporting pupils with medical conditions in schools.

3.2 The Headteacher

The headteacher will:

- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is sufficient trained staff available to implement this policy and deliver against all individual healthcare plans (IHCP's), including in contingency and emergency situations.
- Ensure that all staff who need to know are aware of a child's condition.
- Take overall responsibility for the development of IHCP's.
- Contact Kent School Health <https://www.kentcht.nhs.uk/service/school-health/> in the case of any pupil who has a medical condition that may require support at school.

➤ Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

3.3 Staff

By way of an Individual Health Care Plan (Appendix 1) or Administering Medication form (Appendix 2), staff who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs.

Staff administering medication may only do so if they have had appropriate training. School staff however, cannot be required to administer medicines but can do so voluntarily, with the appropriate training.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHCP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHCP, eg. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.
- Parents and guardians' religious and cultural views should always be respected.

3.5 Pupils

Pupils with medical conditions (depending on age and capacity) will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCP's.

3.6 School nurses and other healthcare professionals

The school nursing service will notify the school when a pupil has been identified as having a serious or life-threatening medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHCP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHCP's.

4. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities (see Appendix 1 IHCP 'Daily Care Requirements').

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHCP.

The school will ensure that arrangements are put into place prior to the beginning of the relevant term for pupils who are new to our school.

6. Individual Healthcare Plans (IHCP's) (see Appendix 1)

The Headteacher has overall responsibility for the development of IHCP's for pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

Where applicable, IHCP's will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Trust Board and the Headteacher /SENCO will consider the following when deciding what information to record on IHCP's:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, eg. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the pupil's condition and the support required.
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, eg. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition.
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be readily available to pupils. Spare adrenaline pens / insulin pump will be stored securely. Equipment used to dispense medicines (eg. spoons, oral medicine syringes) will be sanitized/cleaned after each use.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Children will be encouraged where possible (depending on age and capacity) to administer their own asthma inhalers but will be monitored by a designated person.

Should a child refuse medication, they will not be forced to do so, but parents will be informed as a matter of urgency. If necessary, the school will call the emergency services.

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHCP's will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or, accompany the pupil to hospital by ambulance.

9. Training

Staff and all qualified First Aiders who are responsible for supporting pupils with medical needs will receive any necessary additional training to do so eg. Diabetes, Epipen/Anaphylaxis.

The training will be identified during the development or review of IHCP's. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher / SENCO. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHCP's
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The Trust Board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

IHCP's are kept in a readily accessible place on Sharepoint which all staff are aware of.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher /SENCO in the first instance. If the Headteacher / SENCO cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board every year

Appendix 1 - Health Care Plan for a Pupil with Medical Needs

Healthcare Plan for a Pupil with Medical Needs

Name:

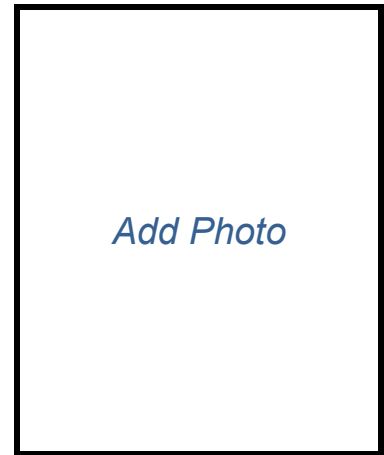
Date of Birth:

Class and Year Group:

Medical Condition(s): *(Please Give Details)*

Date Plan Agreed:

Review date:



CONTACT INFORMATION

Family Contact 1

Name: _____

Phone No (Work) _____

(Home) _____

(Mobile) _____

Relationship _____

Clinic/Hospital contact

Name: _____

Phone no _____

Family Contact 2

Name: _____

Phone No (Work) _____

(Home) _____

(Mobile) _____

Relationship _____

G.P.

Name: _____

Phone no _____

Describe condition and give details of individual symptoms:

--

Daily care requirements: (eg. before sport/at lunchtime/off-site activities):

Preventative Actions:

What should the pupil and/or adults in charge do or not do, in order to manage the condition during the course of the school day?

What resources may be needed?

Describe what constitutes an emergency for the staff member, and the action to take if this occurs:

Follow-up care:

Who is responsible in an Emergency: (State if different for off-site activities)

Form copied to:

Information Sharing Checklist:

- | | |
|---------------------------------------|---------------|
| ● Class Teacher(s) informed: _____ | Signed: _____ |
| ● Teaching Assistants informed: _____ | Signed: _____ |
| ● MDS Informed _____ | Signed: _____ |
| ● SLT informed _____ | Signed: _____ |

Ensure a copy is added to the pupil's file.

Signed: (Staff Member) _____ Date: _____

Signed: (Team Leader) _____ Date: _____

Signed: (First Aid at Work Leader) _____ Date: _____

Signed: (Headteacher) _____ Date: _____

Appendix 2 – Request for School to Administer Medication

Request for School to Administer Medication

The school/setting will not give your child medicine unless you complete and sign this form, and the headteacher has agreed that staff can administer the medication. The school is not obliged to undertake this service and offers to support families on a case by case basis as deemed appropriate by the headteacher.

CHILD DETAILS	Male/Female:	
Surname:	Date of Birth:	
Forename(s)	Year Group:	
	Class:	
Address:		
Condition or Illness:		
Medication Details		
Name & Type of Medication (as described on the container)		
Has this medication been prescribed by a GP?		
Expiry Date:		
For how long will your child take this medication?		
Date dispensed:	Expiry Date:	
Full directions for use:		
Dosage and method:		
Timing:		
Special Precautions:		
Side effects:		
Self-Administration: (Y/N)		

Procedures to take in an Emergency:					
To be completed by School Staff: Storage Instructions (please Tick ONE below)					
First Aid Box (In Classroom)		First Aid Cupboard (In First Aid Room)		Fridge (In First Aid Room)	
Parent/Carer Contact Details					
Name			Address		
Daytime telephone number					
Relationship to child					
I understand that I must deliver the medicine personally to the School Office and that under no circumstances should children be left in charge of their own medication.					
Signature(s)					
Relationship to child			Date		
Headteacher Authorisation					
Authorised by:					
Signature:			Date:		

In the case of non-prescription, pain-killing medication, the school will also ensure that parents and carers are sent a text message informing them of the date and time and dosage given. The pupil will also be given an *"I've Received Medication at School Today"* slip to take home containing the same information. Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Medication Administration Log

This form must be completed by an adult each time a child is administered medication in school

<i>Date / Time</i>	<i>Amount Given</i>	<i>Given By</i>

These slips are to be completed and sent home along with a text message to parents and carers informing them when **non-prescription medication** is issued to a child in school. Parents and Carers must also complete a school medication form which must then be agreed by the headteacher before any non-prescription medication can be administered to a pupil.

I've received medication at school today

Name:

Class:

Date:

Name and Type of Medication:

Time of Dosage:

Amount Administered:

Name of Staff Member Administering the Medication:

Signed:



I've received medication at school today

Name:

Class:

Date:

Name and Type of Medication:

Time of Dosage:

Amount Administered:

Name of Staff Member Administering the Medication:

Signed:



I've received medication at school today

Name:

Class:

Date:

Name and Type of Medication:

Time of Dosage:

Amount Administered:

Name of Staff Member Administering the Medication:

Signed:

