



# St Peter's Primary School

## **Supporting Pupils with Medical Conditions Procedure**

## **Supporting Students with Medical Conditions Procedure**

St Peter's Primary School is committed to complying with all relevant legislation in relation to the health and safety of the pupils in its care, including those with medical needs. This policy has regard to the statutory guidance: *Supporting pupils at school with medical conditions* (DfE, 2015) and is written in line with Section 100 of the Children and Families Act 2014 and the Equality Act 2010.

This procedure applies to St Peters Primary School and all governors and staff of the school must abide by this procedure.

It is the responsibility of the Headteacher of the school to ensure that their school and its staff adhere to this procedure. In implementing this procedure school staff must take account of any advice given to them by the GLT CEO and/or Board of Trustees. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

### **Approval and review**

- Maintenance of the Procedure is the responsibility of the GLT Directors of Education (model) and the Headteacher (school version)
- The model procedure was approved by the GLT Board of Trustees on 19 December 2025.
- This school procedure was approved by the School Governing Body on: January 2026
- The Model Procedure may be updated where necessary by the GLT Directors of Education in line with statutory guidance.

## Aims

### The aims of this policy are to ensure that:

- Pupils with medical conditions are supported to access the curriculum as fully as possible
- Pupils with medical conditions are not excluded from activities solely because of their condition
- Staff understand their roles and responsibilities in supporting pupils with medical needs
- Individual Healthcare Plans (IHPs) are used effectively to support pupils
- Arrangements are clear, robust and consistently applied.

### Note for Parents / Carers

The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the parent / carer.

The child's own doctor/health care professional is the person best placed to advise whether a child should or should not be in school.

The school will consider requests made by the parent / carer in respect of the administration of medicines. For further information on this please refer to the Administration of Medicines on School Site procedure.

The school will consult health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are effectively supported.

The school recognises that supporting a child with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents/carers and pupils is critical.

## Roles and Responsibilities:

### The Head teacher will:

- ensure that policies for supporting pupils with medical conditions are developed, implemented, and effectively applied in partnership with relevant agencies;
- ensure that all staff are aware of the procedures for supporting pupils with medical conditions and understand their role in implementation;
- ensure that all relevant staff are made aware of individual pupils' medical conditions;
- ensure that sufficient staff receive suitable training and are competent before being responsible for supporting pupils with medical conditions;
- ensure that a sufficient number of trained staff are available to implement procedures and deliver all individual healthcare plans (IHPs), including in contingency and emergency situations;
- ensure that appropriate cover arrangements are in place in the event of staff absence or staff turnover and, where necessary, recruit additional staff;
- ensure that individual healthcare plans are in place for all pupils who require one;
- ensure that systems are in place for obtaining information about pupils' medical needs and that this information is kept up to date;
- ensure that liaison takes place with the school nursing service (or special school nursing service where applicable) where a pupil has a medical condition requiring support at school but has not yet been brought to the attention of the nursing service;
- ensure that risk assessments are carried out for school visits, holidays, and other school activities outside the normal timetable;
- ensure that the school is appropriately insured and that staff are aware that they are insured to support pupils in this way;

These responsibilities may be delegated to other members of the **Senior Leadership Team** or other staff as appropriate.

### **School staff:**

- may be asked to provide support to pupils with medical conditions during the school day, including the administration of medicines, but will not be required to do so;
- recognise that supporting pupils with medical conditions is a shared responsibility and not the sole responsibility of one individual;
- will receive sufficient and suitable training, and have their competency assured, before taking on responsibility to support pupils with medical conditions;
- will take into account the needs of pupils with medical conditions when planning and delivering teaching and other school activities;
- will know what to do and respond appropriately when they become aware that a pupil with a medical condition needs help.

### **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 IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

### **Pupils:**

- are often best placed to provide information about how their condition affects them and, where age-appropriate, will be fully involved in discussions about their medical support needs;
- will be encouraged to contribute as much as possible to the development of their individual healthcare plan (IHP) and to comply with it;
- should be supported to take responsibility for managing their own medicines and procedures where they are competent to do so;
- wherever possible, may carry their own medicines and relevant devices, or have easy and quick access to them for self-medication;
- may require an appropriate level of supervision when managing their own medicines or procedures;
- should be supported to develop independence, taking responsibility according to their age, maturity, and capability.

### **School Nurse or Other Qualified Healthcare Professionals:**

- will notify the school when a child has been identified as having a medical condition that requires support, wherever possible before the child starts at the school;
- can provide training to school staff in the management of specific medical conditions, including:
  - Anaphylaxis – use of adrenaline pens (e.g., EpiPen, Jext) for severe allergies;
  - Epilepsy – administration of medications including Buccal Midazolam;
  - Asthma – use of inhalers;
- can offer support and advice to parents in the Croydon area and refer or signpost to appropriate services;
- while not usually responsible for ensuring the school implements all measures to support children with medical conditions, they can:
  - support staff in implementing individual healthcare plans (IHPs);
  - provide advice and guidance to staff;
  - act as a liaison with healthcare professionals as needed

Contact: 020 8274 6391 or email: [ch-tr.croydon0-19service@nhs.net](mailto:ch-tr.croydon0-19service@nhs.net);

website: [School nursing | Croydon Health Services NHS Trust](#)

### **The Local Authority will:**

- ensure that children who cannot attend school due to medical conditions have access to suitable alternative education, including hospital schools, home tuition, or other provision, so that their education continues without disruption;

- provide advice, guidance, and support to schools, governing bodies, and parents on implementing policies for pupils with medical conditions;
- support schools in developing and accessing resources, training, and expertise to safely manage pupils' medical needs;
- facilitate liaison between schools and healthcare professionals, ensuring that schools can access clinical advice for complex conditions;
- take appropriate action or make arrangements if a child's medical needs are not being met in school, including arranging alternative provision if necessary.

## Equal Opportunities & Inclusion

**St Peter's Primary School is committed to ensuring that all pupils with medical conditions:**

- **Are properly supported so they can play a full and active role in school life**
- **Are not discriminated against or treated less favourably**
- **Have reasonable adjustments made to enable full participation**

The school recognises that many pupils with medical conditions may also have Special Educational Needs (SEND) and/or an Education, Health and Care Plan (EHCP). Support for medical conditions will be planned alongside SEND provision where appropriate.

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.

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.

## Procedure to be followed when notification is received that a pupil has a medical condition

When a new diagnosis is made or a child moves into the school mid-term, the process outlined below will be followed to decide whether the pupil requires an Individual Healthcare Plan. Every effort will be made to ensure that arrangements are put in place within 2 weeks of the school being notified by the parent/carer, or by the beginning of the relevant term for pupils who are new to our school.

The school does not have to wait for a formal diagnosis before providing support to pupils. In cases where a medical condition is unclear or there is a difference of opinion, judgements will be made about what support to provide based on the evidence available to the school. This will include some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

### Individual healthcare plans

The Headteacher retains overall responsibility for IHCPs but may delegate coordination and review to Mrs Shital Amin (SEND/CO) or Mrs Rebecca Gillespie (SEND/ Medical assistant).

Individual healthcare plans (IHCP) can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are likely to be helpful in the majority of cases, and especially for long-term and complex medical conditions, although not all children will require one.

Plans will be drawn up by healthcare professionals e.g., School nursing team, specialist, paediatrician or children's community nurse, who can best advise on the particular needs of the child. This will be in partnership with the school and parents/carers. Pupils will also be involved whenever appropriate. The healthcare professional, school and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will make the final decision in consultation with healthcare professionals. **See Appendix A** for procedures for identifying and agreeing the support a child needs and developing an individual healthcare plan.

The format of individual healthcare plans may vary and the level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. An example proforma can be found in **Appendix B**.

IHPs will be linked to, where appropriate, 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 IHP.

The aim of the plan is to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to accessing their full educational entitlement and experience. Individual healthcare plans will be reviewed at least annually or earlier if evidence is presented to the school that the child's needs have changed. Unless the school has been notified of a change in the child's needs, the review will be undertaken in consultation with appropriate health professionals and parents/carers.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

When drawing up an IHCP the following will be considered:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g., 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 tests, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role, cover arrangements for when they are unavailable and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional;
- who in the school needs to be aware of the child's condition and the support required;
- written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered by individual pupils 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 child can participate e.g., risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition;
- what to do in an emergency, including who to contact, and contingency arrangements. Other pupils in the school should know what to do, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

## **Medical Risk Assessments**

- Medical risk assessments may be needed for a variety of reasons to ensure the safety of a child whilst at school or whilst on school trips. Medical risk assessments are carried out in collaboration with staff and parents.
- Medical risk assessments are carried out whenever a child presents with a short to medium term injury that might be difficult to manage in school, such as a broken bone. Parents and staff will, again, be involved in drawing up the risk assessment and plan for the child.

## **Staff Training and Support:**

The Headteacher, SENDCo and Medical Assistant will review training needs and, where additional specific training needs are identified as part of a child's individual health care plan, training for staff will be accessed through the school nurse team training programmes for relevant Health Care professionals.

Any member of school staff providing support to a pupil with medical needs will receive suitable training. This will be identified during the development or review of individual healthcare plans. Staff who provide support to

pupils will be involved in meetings where this is discussed. The relevant healthcare professional will normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained.

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 IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication in line with appropriate guidance from Health.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents/carers should be asked for their views. They should provide specific advice, but should not be the sole trainer.

There will be annual whole school awareness training so that all staff are aware of the school's procedure for supporting pupils with medical conditions and their role in implementing that procedure. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

All new staff will receive appropriate training in line with induction procedures. In the event of staff absence, the Headship team will ensure that appropriate cover for First Aid and medical needs is maintained.

Supply teachers covering for class teacher absence are provided with the details and actions needed for any child in the class with a medical need/health care plan.

## **Managing medicines on school premises**

Please refer to Administration on Medicine on School Premises Procedure for more details.

### **The Child's Role in Managing Their Own Medical Needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

### **Record-Keeping**

The Headteacher will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

All children with medical needs have their photos, their condition and, where appropriate, their care plans accessible to all relevant staff and staff should regularly familiarise themselves/remind themselves of this key information.

### **Emergency Procedures**

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child needs to be taken to hospital, a member of staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Each school will ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

## **Managing transitions between schools for children with medical health care needs**

- When a child leaves St Peter's Primary School to attend another school, all information regarding the child's medical needs will be transferred to the new school as soon as the new placement is known.
- Where a child is coming to St Peter's Primary School from another school, any medical information received will be acted upon immediately with the aim of drawing up an individual health care plan, if needed, within 2 weeks of the child's arrival.

## **Extended Absence and Reintegration**

For some pupils, their health condition will require them to have an extended period of time out of school. The school will do all that it can to ensure that such children are supported through their period of absence from school and sensitively re-integrated once they are well enough to attend.

The school's coordinator for children with medical needs will take an active and continuing role in their educational, social and emotional progress. The school will, at all times, aim to work in partnership with parents to ensure the best possible outcomes and a return to school as soon as possible.

Where a child's health condition requires an extended period of absence from school, the school may need to seek the assistance from the Local authority.

These pupils may be:

- . children who have been deemed by a medical practitioner as being too ill to attend the school for more than 15 days or who have conditions which lead to recurrent absences from school which become significant in the longer term;
- a. pupils with mental health problems who are unable to attend school.

Some children with medical conditions may have a disability. Where this is the case, the Local Authority will comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and an Education, Health and Care plan (EHCP) which brings together health and social care needs as well as their special educational provision.

## **Liability and indemnity**

The Headteacher will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

## **Day trips, residential visits and sporting activities**

Staff should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The school will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

## **Unacceptable practice**

Staff should use their discretion and will judge each case on its merits with reference to the child's individual healthcare plan. However, it is not acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents/carers; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, leave them unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g., hospital appointments;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;

- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g., by requiring parents/carers to accompany the child;
- administer, or ask pupils to administer, medicine in school toilets.
- where the need is detailed on an IHP, prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

## **Complaints**

Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. Ultimately, parents/carers (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

**Appendix A:**  
**Process for Developing Individual Healthcare Plans (IHCP)**

Step 1	Parent or Healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed
Step 2	Headteacher or to whom this has been delegated coordinates meetings to discuss child's medical support needs; and identifies member/s of school staff who will provide support to pupil where support is needed.
Step 3	Meeting to discuss and agree need for IHP to include key school staff, child, parent, relevant healthcare professional, and other medical clinician as appropriate (or to consider evidence provided by them if appropriate)
Step 4	Delegated staff writes IHP in partnership. Input from healthcare provider must be provided
Step 5	School staff training needs to be identified where additional training is required
Step 6	Healthcare professional commissions / delivers training and staff signed off as competent - review date agreed
Step 7	IHP implemented and circulated to relevant staff
Step 8	IHP is reviewed annually or when conditions changes. Parent or healthcare professional to initiate. <b>Return to step 3</b>



**Individual Healthcare Plan**

*Insert Medical need Here*

<b>Name Of Pupil:</b>	<b>Date Of Birth:</b>
Name and Contact Details of Parent/Guardian	
1. _____	Phone: _____
2. _____	Phone: _____
Emergency Contact: _____	Phone: _____

<b>GP</b>
Surgery Address: _____
Surgery Phone No: _____

<b>Specialist Nurse/Doctor</b>
Name: _____
Hospital: _____
Phone No: _____

**I have discussed this care plan with a health representative from the school and am satisfied that it reflects my/my child's health care needs in school.**

Signature of Parent/Guardian

Date

Print Name

Health Care Plan Review Date:

**Pupil's Name:**

**Medical diagnosis or Condition:**

**Describe medical needs and give details of a child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc:**

**Health Care Needs in School**

If symptoms are severe, refer to emergency procedure.

- *Insert name* will be supervised by Teacher, TA or first aider and his privacy and dignity must be maintained at all times –
- Any Medication and creams to accompany *Insert name* on any off-site activities and a member of staff who will be able to administer will always accompany
- If needed medication should be made easily accessible to all staff and *Insert name* at all times
- Any staff working with *Insert name* should be made aware of *Insert name* medical condition and procedures to take
- Parents are responsible to keep school informed of any changes to the medication and condition and to maintain up to date medication for use in school.
- Accurate records to be kept
- School staff to undertake this procedure on a voluntary basis and are indemnified to do so under the Schools Corporate Insurance Policy, providing they undertake the necessary training and yearly updates and adhere to the Healthcare Plan.
- School staff to attend relevant training
- Parents responsible for informing the school nurse and school regarding any changes to health condition, medication, dosage frequency, expiry dates or if any medication has been stopped.
- School to ensure that medical information and permission to administer medication form is signed with parents according the Department of Education Managing Medicines in School Policy:

**Describe what constitutes and emergency and the action to take if it occurs:**

Who is responsible in an emergency (State if different for off-site activities **First Aider / Class Teacher / Class TA**)

**Arrangement if child refuses to take their medication whilst at school:**

**Specific support for the pupil's educations, social and emotional needs (if required):**

<b>Arrangements for school visits / trips:</b>			
<b>Other Information:</b>			
<p><b>Medication</b></p> <p>Name of prescribed medication(s):</p> <p><b><u>Dosage:</u></b></p> <p><b><u>Instructions:</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Carries own emergency medication</td> <td style="width: 20%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> </tr> </table> <p><b>Location of Medication:</b></p>	Carries own emergency medication	Yes	No
Carries own emergency medication	Yes	No	

Health Care Plan Completed By:

Parent: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

SENCO: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

SEN Assistant: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Class Teacher: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Class TA: \_\_\_\_\_ Signed: \_\_\_\_\_