

Beecroft Primary School - Supporting Pupils With Medical Conditions - September 2026

**** To be read in conjunction with Health And Safety Handbook section PG505 and Beecroft Primary School Allergy Safety Policy**

Beecroft Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Introduction

This policy describes the arrangements to provide support for pupils with medical conditions and includes details on how the policy will be implemented effectively. The policy also applies to activities taking place off-site as part of normal educational activities.

The policy covers the administration of medicines in school and the role of individual health care plans for those pupils who need them. It also identifies who is responsible for the development of health care plans in supporting pupils at school with medical conditions.

- It describes the arrangements to actively support pupils with medical conditions for them to participate in, extra-curricular activities, school trips and visits, P.E and sporting activities, and not prevent them from doing so.
- It requires that written records are kept of all medicines administered to children.
- It requires that staff are properly trained to provide the support that pupils need.
- The policy sets out what should happen in an emergency situation.
- It requires that the appropriate level of insurance is in place and appropriately reflects the level of risk, with risk assessments being carried out, when appropriate.
- It requires parents to provide the school with sufficient and up-to-date information about their child's medical needs. This will be prompted with an annual data check.

Terminology

IHCP – Individual Health Care Plan

Aims

·To ensure pupils at Beecroft Primary School with medical conditions, in terms of both physical and mental health are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

·To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves. It is important that parents feel confident that school will provide effective support for their child's medical condition and that pupils feel safe.

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;

- adopt and implement the Department for Education statutory guidance Supporting pupils with medical conditions at school
- arrange training for staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible, so that all pupils with medical conditions are able to participate in all aspects of school life
- monitor and keep appropriate records.

Definitions

Pupils' medical needs may be broadly summarised as being of two types:

(a) Short-term affecting their participation in school activities, whilst they are on a course of medication.

(b) Long-term potentially limiting their access to education and requiring extra care and support.

Rationale

Local authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the medical profession which encourages self- administration of medication when possible.

Entitlement

At Beecroft, we believe that pupils with medical needs should be assisted wherever possible and that they have a right to the full education available to other pupils.

We believe that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support whilst at school.

We believe that all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;

- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Roles and Responsibilities

The Governing Board

- Governors ensure, through this policy, that arrangements are in place to support pupils with medical conditions. In doing so they must ensure that such children can access and enjoy the same opportunities as any other child at school. They also ensure 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.
- Some children with medical conditions may be disabled. Where this is the case the governors, through this policy, comply with their duties under the Equality Act 2010. In doing so, they will ensure that such children can access and enjoy the same opportunities at school as any other child. Some pupils may have special educational needs (SEND) and may have an Education, Health and Care (EHC) plan which brings health and social care needs, as well as their special educational provision, together. For children with SEND, this guidance should be read in conjunction with the current SEND Code of Practice. In making these arrangements, the Governing Board takes into account that many of the medical conditions that require support at school will affect quality of life. The focus is on the needs of each individual child and how their medical condition impacts on their school life.
- The Governing Board, through this policy, intend that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. They intend that the arrangements should:
 - show an understanding of how medical conditions impact on a child's ability to learn
 - show how the school will work to increase pupil confidence and promote self-care skills
 - ensure that these pupils can access and enjoy the same opportunities as any other child including day trips, residential visits and sporting activities.
- They intend that staff should be properly trained to provide the support that pupils need.
- The Governing Board intend that the arrangements put in place are sufficient to meet their statutory responsibilities and that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. This includes the following checks:
 - That the school manages medicines safely
 - That there are written records of all medicines administered
 - That there is clarity about what will happen in an emergency situation
 - That there is an appropriate level of insurance in place

- The Governing Board also intend that this policy is reviewed at least annually.

The Headteacher

- Should ensure that this policy is implemented and reviewed by governors on a regular basis
- Should consult with appropriate health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- Should ensure that the medical conditions policy is a part of the induction process, that all staff are aware of this policy and understand their role in its implementation
- Should ensure all staff who need to know are informed of a child's condition including lunchtime staff and before and after school staff. This includes the need to eat, drink, go to the toilet on demand and have additional breaks.
- . Should ensure that risk assessments for trips, residential visits and other activities taking place outside the normal school timetable, are sufficient to ensure the needs of pupils with special medical needs are met
- Should ensure sufficient numbers of staff are appropriately trained to implement the policy and to meet the needs of any pupils with special medical needs, before they take on the responsibility of supporting such individuals. N.B No member of staff will be asked to give prescription medicines or undertake health care procedures without appropriate training. A first aid certificate is not considered appropriate training in supporting a pupil with medical needs.
- . Should ensure staff are trained to meet the needs of pupils in an emergency situation and ensure that there is clarity about what constitutes an emergency for a particular individual.
- . Should ensure that there are cover arrangements for when key staff are absent or change jobs.
- Should ensure the school and staff are appropriately insured and are aware they are insured to support pupils in this way
- Is responsible for the development and monitoring of IHCPs
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse
- Should ensure appropriate records are kept.
- Should ensure the policy is reviewed annually.

School Staff

Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

However, although administering medicine is not part of teachers' professional duties, they should take into account the needs of pupils with special medical needs that they teach and consider carefully the level of support that they can offer.

- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- Should familiarise themselves with procedure detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Should ensure relevant paperwork is completed e.g. inhalers, emergency inhalers or epi pens have been administered
- Should ensure that safety standards are maintained by checking for the safe disposal of hazardous waste e.g. needles or blood sample tests used by a diabetic pupil
- . Where staff have volunteered to assist a pupil with health needs they should keep an accurate record of the date, time and dosage of any medication administered
- . Assist in providing support and work for pupils with a medical condition which leads to long term absence and support their smooth re-integration into school life
- . Work to meet the social and emotional needs of pupils with a medical condition by trying to ensure that they are not bullied, feeling self-conscious or anxious about their condition.

Staff who undertake responsibilities within this policy are covered by the school's insurance

School Nurses

Every school has access to school nursing services who

- Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- Should liaise locally with lead clinicians on appropriate support.
- May support staff on implementing a child's IHCP and provide advice and liaison

Other healthcare professionals

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- May provide advice on developing healthcare plans
- Specialist local teams may be able to provide support for particular conditions (e.g. asthma, diabetes) and should be consulted where necessary

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHCP

. After discussion with parents, children who are considered competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected in their IHCP and will be done with an agreed level of supervision from identified school staff.

. Wherever possible pupils will be allowed to carry their own medicines and relevant devices. If this is impractical or could cause a hazard, children will be aware of how they can access their own medication or devices quickly and easily.

. Parents will be informed immediately if a child refuses to take medicine or to carry out a necessary procedure. N.B where a child refuses to take medicine or to undergo a procedure supervising staff will follow the procedure agreed in the IHCP but will not force a child to comply.

Parents

- Must immediately notify the school as soon as a child develops a new medical condition, or if there is any change to an existing diagnosis or prescription.

. Ensure that all supplied medication remains in-date (and proactively replace items like EpiPens or inhalers before they expire).

. Must provide the school with sufficient and up-to-date information about their child's medical needs to complete the Individual Health Care Plan

- Are the key partners and should be involved in the development and review of their child's IHCP

- Should carry out any action they have agreed to as part of the IHCP implementation

- Must provide written consent where medicines are to be administered by school staff – see Parental Agreement for a School to Administer Medicine form. The school will agree practical arrangements with parents for supplying medicines safely.

. Will be encouraged to co-operate in the training of children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative: creams, asthma inhalers

. Medicines for short-term conditions, including antibiotics, will be considered where it would be detrimental to a child's health or school attendance not to administer them during

the school day. In line with statutory duties, parents will not be asked to alter a prescribed dose solely to avoid administration at school; however, where clinically appropriate, parents are encouraged to request dosage schedules that can be taken outside of school hours (e.g., three times a day). All medicines must be supplied in accordance with the requirements in this policy—specifically in their original pharmacist-labelled container—and should be brought into school by a parent or other responsible adult. No medication will be administered without a fully completed and signed parental medical consent form.

- Must abide by and follow this policy.

Policy Administrators

- . Should make regular checks to ensure that the school's emergency inhalers are in date and replace as necessary
- . Check that the pupils' epi-pens and asthma inhalers are in date and liaise with parents to ensure they are replaced where necessary. Inhalers and epi pens will be kept in classrooms for easy access.
- . Ensure that parents of pupils with invasive medical needs provide a suitable sharps bin and arrange for the safe disposal of all used medical equipment.
- . Ensure that there is provision for the safe disposal of hazardous waste.
- . Maintain an up-to-date register of pupils with permission to use the emergency inhalers and ensure that staff complete the necessary paperwork when they have been used (see asthma policy)
- . Check that medication records for individual pupils are kept up to date by staff administering the dosage
- . Maintain a staff training record
- . Liaise with parents, staff, the school nursing team and other medical professionals involved, to maintain and update paperwork, in respect of any pupils with medical needs, to ensure any staff accepting responsibility for medication have up to date information

The School

- . Staff will consider carefully their response to requests to assist with the giving of a medication or supervision of self-medication and that they will consider each request separately.
- . Will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil
- . Will teach pupils about the safe use of medicines. This will include the importance of never touching, passing on or trying out any medication prescribed for someone else or 'found' lying around.

. Will ensure that any child who becomes ill is escorted by a responsible adult and is not left unattended

. Will ensure the safety of pupils by ensuring that any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use are stored in their own staff locker and kept out of the reach of the pupils. N.B Any staff medicine is the responsibility of the individual concerned and not the school.

Procedure When Notified That A Pupil 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.

Individual Health Care Plans (IHCPs)

. Not all children will require an IHCP. The school, parent and relevant healthcare professional should consider, based on the available evidence and the complexity of the pupil's needs, whether a healthcare plan is needed or whether it would be inappropriate or disproportionate.

- If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record, including provision map, which are stored safely in school. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided at annex A and followed by the school.

. IHCPs need to identify what needs to be identified, done, when and by whom.

. The Headteacher will work in liaison with the child's parents and relevant healthcare professionals to develop an IHCP where one is required. The pupil will also be involved where appropriate. The school will seek appropriate healthcare advice and evidence so that the plan accurately reflects the child's needs.

. IHCPs will be stored in the locked medical cupboard. Staff who teach the pupils will have read a copy of the IHCP. Care should be taken to ensure confidentiality when these are accessed.

. IHCPs will be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. Parents, school staff, the pupil where appropriate, and relevant healthcare professionals should be involved in the review.

What to include on an IHCP

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments

- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues e.g. travel time between lessons
 - specific support for the pupil's educational, social and emotional needs. Where a child is returning to school after a prolonged absence the IHCP will identify the support the child needs to reintegrate effectively.
 - the level of support needed including in emergencies – all staff are informed of any emergencies that may arise and their role in managing these.
 - who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements. Staff with responsibilities will be named.
 - who in school needs to be aware of the child's condition and the support required as specified on the IHCP.
- . arrangements for written permission from parents and the Headteacher for the medication to be administered by a member of staff, or self-administered by the pupil during school hours. Medication will be listed together with frequency and dosages. A record of administration of the required dosage will be maintained by volunteer staff and checked by the policy administrator.
- 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
 - confidentiality issues – designated individuals to be entrusted with information
 - what to do if a child refuses to take medicine or carry out a necessary procedure
 - what to do in an emergency, who to contact and contingency arrangements
 - where a child has SEND but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their Individual Health Care Plan

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Health Care Plan (IHCP) is in place, it should detail what constitutes an emergency and what to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Day Trips, Residential Visits And Sporting Activities

- Where pupils are required to take medicine during a day trip etc., arrangements should be made to administer them in accordance with this policy
- Pupils with medical conditions should not be precluded from taking part in day trips, residential visits or sporting activities unless evidence from a clinician such as a GP states that this is not possible.
- Teachers should be aware of how a pupil's medical condition may impact on their participation
- School will consider any reasonable adjustments that may need to be made to enable pupils with medical conditions to participate fully and safely on visits.

Managing Medicines on the School Premises

Medicines will be administered where it would be detrimental to a child's health or school attendance not to do so. An IHCP is not required solely because a pupil needs medicine at school; whether an IHCP is needed will depend on the nature and complexity of the pupil's medical condition and support needs.

Medication will only be administered where appropriate written parental consent has been obtained, except where emergency action is required in accordance with the school's emergency procedures and guidance. Parents will be informed as soon as reasonably practicable of emergency treatment or medication given.

Medication will only be accepted where it is:

- Up to date
- Provided in the original container dispensed by the pharmacist
- Clearly labelled with the child's name
- Includes instructions for administration, dosage and storage
- Insulin must be in date but may be supplied in an insulin pump or pen clearly labelled with the child's name

Aspirin, or medicines containing aspirin, will not be given to a child under 16 unless prescribed by a doctor.

Medicines should be supplied in the quantity and manner agreed with the school; the school will not require medicines prescribed over a period of time to be delivered daily unless this is necessary for an individual safety or storage arrangement.

Staff administering medicine will maintain a written record showing the pupil's name, the medicine administered, and the date, time and dose given, together with the identity/signature or initials of the member of staff administering it.

Parents will be informed immediately if any side effects occur, if a child refuses to take the required medication or if they become unwell at school. This will also be recorded on the child's medication record.

Asthma inhalers and adrenaline auto-injectors prescribed for pupils will be kept safe and readily accessible in accordance with the pupil's individual arrangements. They will not be stored in a way that prevents prompt access in an emergency. See the school's Asthma Policy and relevant individual healthcare arrangements.

Blood glucose testing equipment will be stored in a safe but accessible place in the child's classroom and the child will be aware of how this can be accessed. The equipment will not be kept locked up.

Any dosage of medication for pupils with an IHCP will be kept in an accessible locked cupboard or refrigerator. Children should know where their medicines are and who holds the key for the storage facility.

When no longer required, out of date medication will be returned to the parents so that they can arrange for its safe disposal.

Sharps boxes will be used for the disposal of used needles and hazard waste bags for the disposal of materials for bodily fluids.

Where a child needs to go hospital:

- I. Parents will be informed
- II. Staff will stay with the child until the parent arrives accompanying them to the hospital in the ambulance if necessary

Asthma – School Emergency Inhalers

See school asthma policy.

The school holds emergency salbutamol inhalers for use in accordance with current Department for Education guidance. See the school's Asthma Policy and current guidance on the use of emergency salbutamol inhalers in schools.

Unacceptable Practice

The following are generally considered to be unacceptable practice: -

- Preventing children from easily accessing their inhalers and medication and administering them when necessary.
- Assuming that every child with the same condition requires the same treatments
- Ignoring the views of the child or their parents; or medical evidence or opinion (although this may be challenged);

- Sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their Individual Health Care Plans;
- If the child becomes ill, sending them to the school office or medical room unaccompanied or with someone inappropriate;
- Penalizing children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Requiring parents, or making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Complaints

If parents or pupils are dissatisfied with the support provided by school, they should discuss their concerns directly with the Headteacher. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

All complaints will be dealt with within the timescale set out in the school's complaints procedure.

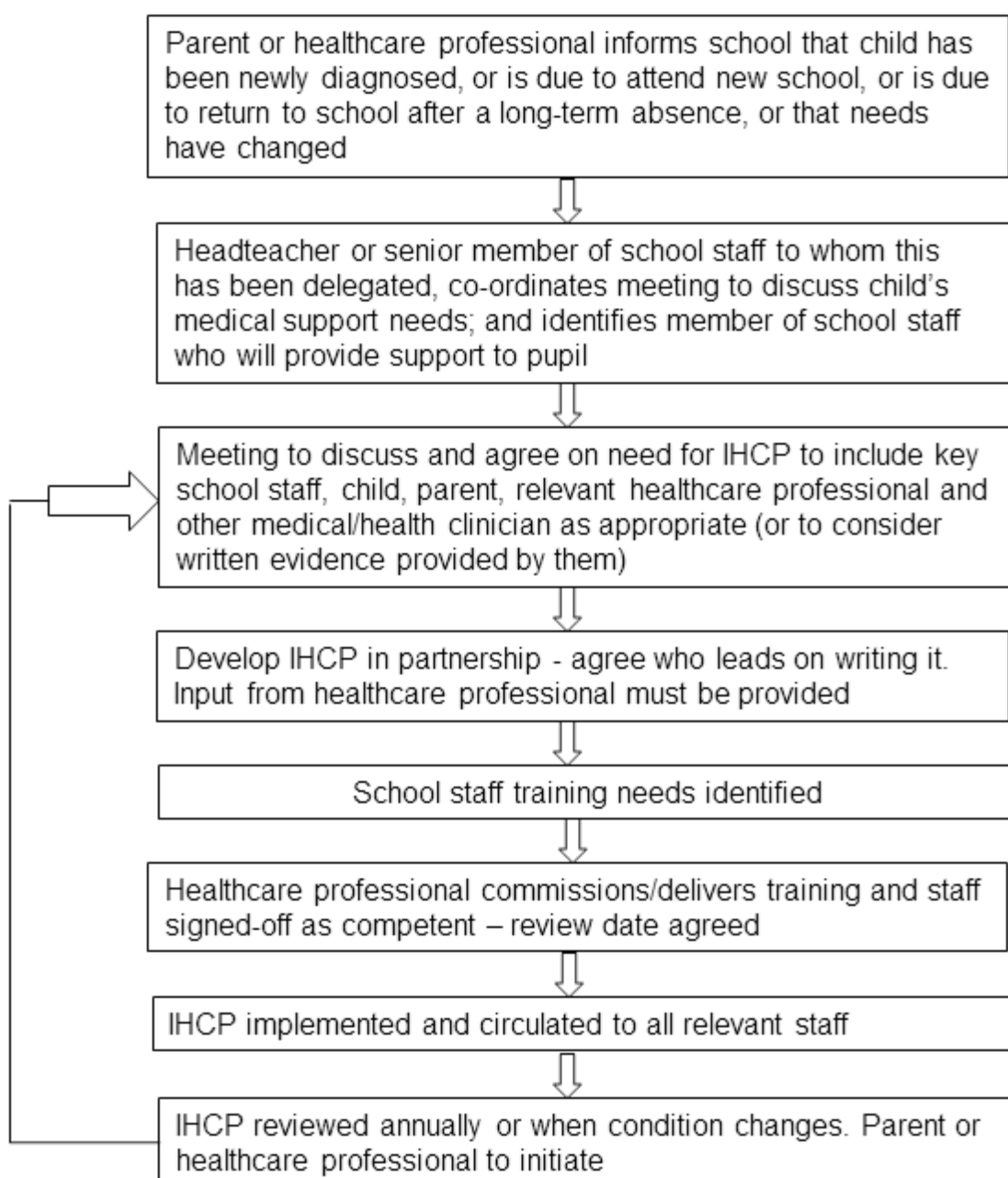
This policy will be reviewed regularly and at least annually, and earlier where changes in legislation, statutory guidance or school arrangements make this necessary.

Signed

Chair of governors

Date:

Annex A: Model process for developing individual healthcare plans



Beecroft Primary School - Individual Healthcare Plan

Name of school/setting

Beecroft Primary School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

--

Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

--

Arrangements for school visits / trips etc.

--

Other information

--

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities?*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Parent signature

Date

Beecroft Primary School - Parental Agreement For Setting To Administer Medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by _____

Name of school _____

Name of child _____

Date of birth _____

Group/class/form _____

Medical condition or illness _____

Beecroft Primary School

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

[illegible]

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Beecroft Primary School - Record Of Medicine Administered To An Individual Child

Name of school	Beecroft Primary School
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to an individual child (continued)

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Beecroft Primary School - Record Of Medicine Administered To All Children

Name of school

Beecroft Primary School

[illegible]

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

Where an Individual Healthcare Plan is needed, it will set out what support the pupil requires and how this will be provided. Individual Healthcare Plans are developed in partnership between the school, parents, pupils where appropriate, and relevant healthcare professionals who can advise on the child's case. The aim is to ensure that the school knows how to support the child effectively and that there is clarity about what needs to be done, when and by whom. Not all children will require an Individual Healthcare Plan. The decision will take account of how the child's medical condition affects their ability to participate fully in school life, the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Health Care Plan has been scheduled for I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting.

Yours sincerely,

Miss Turner