



'Let your Light Shine' Matthew 5:16

**Northleaze Church of England Primary School
Policy for Supporting Pupils with Medical Conditions**

May 2026

Written by	Headteacher
Date created	May 2026
Date of next review	May 2027
Signed – Chair of Governors	<i>Dan Charvill</i>
Signed – Headteacher	Corinne Clarke

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

Our Christian Values:

Responsibility, Creativity, Respect, Compassion, Resilience, Friendship

www.bathandwells.org.uk



Policy for Supporting Pupils with Medical Conditions

Vision and Ethos

At Northleaze Church of England Primary School, our Christian vision “*Let your light shine*” underpins everything we do. We believe every child is unique, valued and created with potential. We are committed to ensuring that children with medical conditions are supported with dignity, compassion and respect so that they can participate fully in school life, flourish academically and develop independence and confidence.

This policy reflects our commitment to inclusion, equality and safeguarding, ensuring that no child is disadvantaged because of a medical condition.

Aims

This policy aims to ensure that:

- Pupils with medical conditions, including physical and mental health needs, are properly supported so they can play a full and active role in school life. *Medical conditions may include long term physical or mental health conditions, including those which fluctuate over time or require reasonable adjustments rather than medication.*
- Children with medical conditions remain healthy, safe and able to achieve their academic potential
- Children’s medical needs are understood and supported in partnership with parents, healthcare professionals and the pupils themselves
- Clear roles, responsibilities and procedures are in place for staff supporting pupils with medical needs

Legal Framework

This policy is informed by statutory guidance, including:

- *Supporting pupils at school with medical conditions* (DfE)
- *Keeping Children Safe in Education*
- Equality Act 2010
- Children and Families Act 2014

Procedures

The Headteacher has overall responsibility for ensuring that when the school is notified that a pupil has a medical condition:

- Sufficient staff are trained and competent
- Relevant staff are informed of the child’s condition on a need-to-know basis
- Appropriate cover arrangements are in place

- Supply staff are briefed where necessary
- Risk assessments are completed for trips and activities
- Healthcare Plans (IHPs) are reviewed at least annually, and sooner if a child's needs change, following a medical episode, or at the request of parents or healthcare professionals.
- Transition arrangements are planned carefully
- Support is adapted promptly if the child's needs change

Where pupils join at the start of a new academic year, arrangements will be in place by the beginning of term. For pupils joining mid-year or with a new diagnosis, arrangements will be implemented as soon as possible, ideally within two weeks.

The Headteacher will work closely with the SENDCo to ensure appropriate provision and support.

Individual Healthcare Plans (IHPs)

Any pupil requiring medication or medical support in school will normally have an Individual Healthcare Plan.

Where parents, healthcare professionals and the school agree that an IHP is unnecessary or disproportionate, a record of the medical condition and agreed support will be maintained in school records.

An IHP may include:

- Details of the condition, symptoms, triggers and treatment
- Medical and care needs, including medication, equipment or testing
- Educational, emotional and social support required
- Emergency procedures and contingency arrangements
- Roles, responsibilities and training requirements of staff
- Arrangements for trips, visits and off-site activities
- Confidentiality considerations
- Guidance on refusal of medication or procedures

Where a child has SEND but no EHCP, relevant needs will be referenced within the IHP.

Roles and Responsibilities

The Governing Body

- Ensures statutory duties are met
- Approves and monitors implementation of this policy
- Ensures appropriate staff training and insurance arrangements are in place

The Headteacher

- Ensures staff understand and follow this policy
- Oversees development and review of IHPs
- Ensures suitable training is provided
- Liaises with school nursing services where needed

School Staff

- May support pupils with medical conditions, including administering medication (but are not required to do so)
- Must receive appropriate training before undertaking medical responsibilities
- Must know how to respond to a medical emergency
- Must know where medication is stored and how to access it

A first aid certificate alone is not sufficient training for managing medical conditions.

School Nurses and Healthcare Professionals

- Notify the school when a child requires support in school
- Advise on development and review of IHPs
- May provide specialist training

Pupils

- Are encouraged to be involved in discussions about their care
- Should manage their own medication where judged competent
- Should understand how their condition affects them

Parents

- Provide full and up-to-date information about medical needs
- Supply medication and consent forms
- Are partners in developing and reviewing IHPs
- Ensure they (or a nominated adult) are contactable at all times

Training of Staff

- All new staff receive training on this policy as part of induction
- Condition-specific training is provided where required
- The school maintains records of training and staff competencies
- No staff member administers prescription medication without appropriate training and sign-off. A written record is kept each time medication is administered, including the date, time, dosage and the name of the member of staff involved.

Medical Conditions Register

- Medical information is collected on admission and updated as required
- A medical conditions register is maintained and reviewed regularly
- Relevant information is shared appropriately with staff, respecting confidentiality
- Transition meetings are held where necessary

Emergencies

- Medical emergencies follow the school's emergency procedures
- Pupils are taught to seek help from an adult
- A member of staff will stay with a child taken to hospital until parents arrive

Educational Visits and Sport

- Pupils with medical conditions are supported to participate fully
- Reasonable adjustments are made
- Risk assessments are completed in consultation with parents and professional

Unacceptable Practice

The following are not acceptable:

- Preventing access to medication
- Making assumptions based on a condition
- Ignoring professional advice or parental views
- Sending ill pupils unaccompanied
- Penalising attendance linked to medical conditions
- Requiring parents to administer medication in school
- Creating barriers to participation, including trips

Insurance

Staff supporting medical needs are covered by the school's insurance. Documentation is available from the school office.

Complaints

Concerns should be discussed with the school in the first instance. Formal complaints may be made in line with the school's complaints policy.

Links to Other Policies

- SEND Policy
- Administration of Medicines Policy
- Child Protection and Safeguarding Policy