



Telford Infant School

LOVING LEARNING

Every child to be an inquisitive, resilient and successful learner who is eager for their next challenge.

Supporting pupils with medical conditions

Manager:	Headteacher
Date of latest update:	September 2025
Date of next review:	September 2026

*This Policy is available for Staff and Governors on One Drive.
It is also available for parents on request from the school office.*

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 governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements 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 (IHPs)

The named person with responsibility for implementing this policy is the Headteacher.

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's statutory guidance on supporting pupils with medical conditions at school.

Roles and responsibilities

The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation

- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), 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 IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

However, it must be remembered that school staff are not medically qualified.

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 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, and ensure they or another nominated adult are contactable at all times

Pupils

Pupils with medical conditions 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 IHPs. They are also expected to comply with their IHPs.

School nurses and other healthcare professionals

Our school nursing service (Compass) will notify the school when a pupil has been identified as having a 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 IHP.

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 IHPs.

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.

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.

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 IHP, with the ultimate decision being made by health professionals.

The school will make every effort to ensure that arrangements are put into place swiftly.

See Appendix 1.

Individual healthcare plans

Health professionals have overall responsibility for the development of IHPs 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 IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence.

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.

IHPs 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 IHP.

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

- 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, 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 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, e.g. 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

Managing medicines

1. Medicines which are non-prescribed

The school will not store or administer medicines which are not prescribed. If parents consider non-prescribed medicines (including calpol and cough medicine) to be necessary during school hours, parents or their representatives can come into school and take responsibility for administering these.

2. Medication for long term medical conditions

If a child has a long term medical condition the parent/carer must inform school. The school nurse will create a plan with parents.

The school will hold and administer medication for children with long-term medical conditions based on the child's Health Care Plan. All medicines must be prescribed and should be provided by parents/carers in the original container bearing the original manufacturer's guidelines and pharmacist/doctor's instructions. Medicines must be clearly labelled with the child's name and class.

3. Prescribed medication to be taken 3 times a day

The school has been advised by school health that most medication for basic childhood illnesses is prescribed for 3 daily doses that can be timed to be taken outside the school day. These could be given before school, after school and at bedtime, for example. Therefore if a child is prescribed three doses of medicine per day school will not administer this. Parents/carers are welcome, however, to come to school to administer the medication if they wish but school will not store this medication.

4. Prescribed medication needing to be taken more than 3 times a day

Occasionally a child may be prescribed medication to be taken more frequently than 3 times a day. If the child is well enough to attend school whilst taking this medication the school offers two options in these exceptional circumstances:

a) Parents/carers are welcome to come to school during the day to administer the medication, but school will not store it.

b) If the child is well enough to attend school but parents are unable to come into school during the day to administer the prescribed medication then parents should speak to the Headteacher who will try wherever possible to arrange for staff to administer it on the parents' behalf. School will not administer medication before written consent using the school proforma has been fully completed and signed for by parents. School will store this medication securely and it is the parents' responsibility to take it to the school office each morning and to collect it from the office at the end of the day. All medicines must be prescribed and should be provided by parents/carers in the original container bearing the original manufacturer's guidelines and pharmacist/doctor's instructions. Medicines must be clearly labelled with the child's name and class.

5. If children refuse to take the medication, parents will be called and notified.

6. No member of staff, teaching or non-teaching, in any school, can be made responsible for administering medicines or drugs to pupils.

Exceptional Cases

For children who require regular medication, or who through exceptional circumstances require medication at a particular point in time, the procedures below must be followed:

1. Only prescribed medicine will be held on the school site.
2. Appendices 1 and 2 must be completed in all cases.
3. The parent should arrange delivery of all medicines to be taken or administered in school. The parent should arrange for the removal of unused/unwanted medication. Whilst every effort is made in school to check expiry dates ultimately it is the parents' responsibility to ensure all medication held in school (including inhalers and epi pens) is within date.
4. All medicine should be in its original container, bearing the original manufacturer's guidelines and pharmacist's instructions. Medicines must be clearly labelled with the child's name and class.
5. A number of staff are First Aid trained but staff members do not have a medical qualification and, therefore, are expected to respond to a level of skill of a caring parent and not to be medically competent.
6. All medicines will be securely stored in the central medication cupboard, with the exception of inhalers which are kept in the child's classroom.
All medicines +will be taken with the child on off-site activities, so that the child can gain easy access, should the medication be required.
Where we have been provided with two epi pens, one will be kept in the central medication cupboard and the other in the child's classroom.
7. Any child diagnosed with anaphylaxis will not be allowed in school without an epi pen which will need to be held permanently in school. School will obtain a Health Care Plan directly from School Health for these children. School holds a universal epi pen for emergencies – see below.
8. Any child diagnosed with asthma must have an inhaler in school permanently. School will require a Health Care Plan which must be completed by the child's asthma nurse and returned to school. School holds a universal inhaler for emergencies – see below.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure cupboard or fridge in the staff room which is locked by a key pad.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Pupils managing their own needs

The age of our pupils means that they are likely to require adult support to manage their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- 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 pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs 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 a senior member of staff will accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. 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/SENDCo. 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 IHPs
- 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.

Record keeping

The governing 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.

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

Liability and indemnity

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

The details of the school's insurance policy are:



Department for Education

Confirmation of risk protection arrangement (RPA) membership

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

The following local authority maintained school is a member of the RPA.

NAME OF MEMBER ORGANISATION:	Telford Infant School
MEMBERSHIP NO/URN:	125562
MEMBERSHIP PERIOD:	01 April 2025 to 31 March 2026
RPA MEMBERSHIP RULES:	Community

(1)	EMPLOYER'S LIABILITY
Limit of Indemnity	Unlimited
(2)	THIRD PARTY PUBLIC LIABILITY
Limit of Indemnity	Unlimited
(3)	PROFESSIONAL INDEMNITY
Limit of Indemnity	Unlimited
(4)	PROPERTY DAMAGE
	Loss of or damage by any risk not excluded to any property owned by or the responsibility of the Member including property the responsibility of the Member due to a lease or hire agreement Cover
Limit	Reinstatement value of the property

NOTES:

1. Indemnity is subject to the RPA membership rules.
2. In accordance with the provisions of paragraph 1 of Schedule 2 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 1998/2573), the Secretary of State for Education hereby certifies that any claim established against the named member organisation above in respect of any liability to the employees of the kind mentioned in section 1(1) of the Employers' Liability (Compulsory Insurance) Act 1969 will, to any extent to which it is otherwise incapable of being satisfied by the aforementioned employer, be satisfied out of moneys provided by parliament.
3. A General Principles Clause is included.

Signed: 

Dated: 01 April 2025

Susan Dawson
Director of Commercial for Sector and Commercial Operations



Department
for Education

Complaints

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

Monitoring arrangements

This policy will be reviewed and approved by the governing board every two years.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Medicines in School Policy

Appendix 1: Being notified a child has a medical condition

