Medical Policy (Primary)

Policy Details	
Policy Title:	Medical Policy (Primary)
Last amendment date:	June 2026
Owner:	Senior Director: School Improvement and Principals
Approved by:	Standards Committee then Principal for school policies
Next review date:	July 2027

Rationale

Section 100 of the Children and Families Act 2014 places a duty on the Trust Board which will fulfil its responsibilities by approving this policy and delegating the monitoring of it to the local governing bodies of each school. Our schools are committed to supporting pupils with medical conditions so that they can play a full and active role in school life, remain healthy, achieve their academic potential and participate in educational visits, physical education, examinations and extracurricular activities.

Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. The schools across our Trust therefore have a responsibility to help meet the medical needs of pupils whilst they are at school.

Teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent/guardian and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent/guardian who is responsible for the child's medication and should supply the school with relevant information.

Scope

This is a standardised policy and applies to all primary schools in Haberdashers' Academies Trust South. It should be read in conjunction with the following policies:

- Health and Safety policy,
- Risk management policy
- First aid policy
- Allergy Management policy
- Children with health needs who cannot attend school policy

Aims

The schools which form the Haberdashers' Academies Trust South are inclusive communities that aim to support and welcome pupils with medical conditions. We aim to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The purpose of this policy is to set out how we will meet the medical needs of pupils, covering all circumstances from long term conditions to treatment in emergencies. It is intended to inform staff of their responsibilities in respect of children's medical needs and provide guidance so that they can carry them out. It is intended to inform parents/guardians about how their children will be supported at school, what they can expect from the school and what they need to do. We will ensure that the needs of the individual are considered.

The Trust are committed to ensuring that colleagues receive specialist training and support in relation to medical needs. Procedures around supporting pupils' medical needs are reviewed regularly; at least annually. The Trust will ensure that all staff are aware of the policy and have adequate arrangements in place to provide care, including in emergency contexts.

Legislation and Guidance

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.

Implementation

Roles and Responsibilities

The Local Governing Body

- 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 Principal

- 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, balancing the student's right to privacy and confidentiality;
- 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; and
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date and secure.

School staff

- Take appropriate steps to support children with medical conditions;
- Know the procedure for obtaining assistance if someone becomes unwell;

- Make reasonable adjustments to include pupils with medical conditions into lessons;
- Administer medication, if they have undertaken that responsibility;
- Undertake training to achieve the necessary competence to support children with medical conditions; and
- Familiarise themselves with the content of IHCPs and/or Education, Health and Care Plan (EHCP) of the children under their immediate care.

Medical Lead

- Oversee medical and IHCPs for pupils.
- Assess training needs of staff.
- Ensure suitably trained staff on hand to administer medication (e.g. EpiPen)
- Briefings for whole staff raising awareness of medical needs as required
- Ensure adequately trained first aiders available at all times.
- Ensure appropriate resource – medication for pupils, first aid resources are available.
- Communication around trained first aiders and first aid resources.

Pupils

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures, under adult supervision (e.g., asthma inhalers (refer to First Aid Policy));
- Medicines will be located in an easily accessible location; and
- If pupils refuse to take medication or to carry out a necessary procedure, parents/guardians will be informed immediately.

Parents and Guardians

- The prime responsibility for a child's health lies with the parent/guardian who is responsible for the child's medication and should supply the school with the correct information and must let us know immediately if their child's needs change;
- Parents/guardians will be encouraged to co-operate in training children to self-administer medication if this is practicable (e.g., asthma pumps);
- The parent/guardian is responsible for ensuring that all medication is up-to-date and will replace medication where necessary. Parents/guardians are required to collect all medications/equipment when they expire, and to provide new and in-date medication when required; and
- Parents/guardians may administer medicine during the day in agreement with the school.

School Nursing Teams

Schools are advised to utilise the School Nursing Teams (where available) via the Local Authority in order to obtain:

- Advice and guidance around strategies to support pupils with specific needs.
- Input into IHCPs
- Training and Support.

Specialist healthcare professionals who assist with specific medical needs – i.e., Diabetes, Epilepsy should be consulted as appropriate, in accordance with the guidance within 'Supporting pupils with medical conditions' (2014).

Individual Health Care Plans (IHPs) and Education Health Care Plans (EHCPs)

The Principal has overall responsibility for the development of IHPs for pupils with medical conditions, unless delegated to another senior leader.

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/guardians when an IHP 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/guardians and a relevant healthcare professional, such as the school nurse, specialist or pediatrician, 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 the headteacher / role of the individual with responsibility for developing IHPs, 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/guardians 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; and
- What to do in an emergency, including who to contact, and contingency arrangements.

Providing care and support, administering medicine and record-keeping

- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so and where we have parents/guardians' written consent
- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/guardians will always be informed.

- The school will only accept prescribed medicines that are:
    - In-date;
    - Labelled; and
    - 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. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away. Staff will also be informed as to where medicines are stored.
- Medicines will be returned to parents/guardians to arrange for safe disposal when no longer required.

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 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/guardians;
- 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/guardians, 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/guardian 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/guardians to accompany their child; and/or
- 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/guardian arrives, or accompany the pupil to hospital by ambulance.

Indemnity / Liability Insurance

Teachers and school support staff, who undertake responsibilities within this policy, are covered by the school's insurance policy.

Those who wish to see the document should contact the school's Business Manager.

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 / role of responsible individual. 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

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

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.

School Trips

It is a requirement of the trips policy that the medical needs of all pupils participating are documented and carried by the group leader and that this is checked prior to departure as part of the process of approving the trip. In addition to this:

- Staff supervising trips should be aware of any medical need, and relevant emergency procedure;
- Teachers should consider the reasonable adjustment needed in this context, and undertake appropriate risk assessment in accordance with the Trust Trips and Visits policy;
- Academies are required to carry spare emergency medication on all school trips, especially those which are residential.

Sporting Activities

Pupils with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a student's ability to participate in PE will be included in their health care plan.

Confidentiality

- The school will treat medical information confidentially;
- The Principal will agree who will have access to the records and information about a student;

- Pupil medical records should not be displayed openly in public spaces.

Hygiene Control

Staff should follow basic hygiene procedures which include:

- Using protective disposable gloves;
- Taking care when dealing with blood or other body fluids;
- Disposing of dressing or equipment appropriately.

Communication

This policy will be published on all primary school websites, the Trust website and on Habs Hubs, the staff intranet for the Haberdashers' Academies Trust South.

Complaints

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

Monitoring and evaluation

This policy will be reviewed annually and monitored by the Standards Committee. The implementation of the policy in each school will be monitored by each Primary Principal.

Related documents

- Section 100 of the Children and Families Act 2014
- Supporting pupils at school with medical conditions 2015
- SEND Code of Practice
- Health and Safety policy
- Risk management policy
- First aid policy
- Allergy Management policy
- Children with health needs who cannot attend school policy

Appendix A

Individual Health Care Plan

Individual Health Care Plans will be produced in line with medical advice and guidance, where required. In circumstances where schools will produce these internally, these will be produced on our secure data management system and will hold the following information:

- Child's basic information
- Detail of medical professionals involved in care
- Details of medical needs
- Sign, symptoms and triggers
- Daily care needs
- Emergency procedures
- Details of medication required and dosage
- Staff involved and training needed
- Any reasonable adjustments or special arrangements required