Supporting pupils with medical conditions

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Contents

Statement of Intent 3
Planning 3
Emergencies 3
First Aiders 4
Procedure to be followed when school is notified that a child has a medical condition 4
Staff Training 4
Whole school staff awareness training 4
Staffing 5
Administration of Medication at school 5
Administration of medication – General 5
Children who manage their own needs 6
School Trips 6
Safe Storage – General 6
Refusal 7
Accepting Medicines 7
Safe Disposal 7
Record Keeping 7
Admissions Forms 8
Individual Health Care Plans 8
Children with Health Needs who Cannot Attend School 8
School Medical Register 8
Defibrillator 9
Asthma 9
Working Together 9
Headteacher's Responsibilities 10
School staff responsibilities 10
Teaching staff responsibilities 11
First Aiders responsibilities 11
School Educational Needs Co-Ordinator Responsibilities 11
Child Responsibilities 11
Parent Responsibilities 12
School procedure on being notified of a child's Medical Condition 12
Unacceptable Practice 13
Data Protection 13
School Environment 13
Physical Environment 13
Education and Learning 13
Insurance 14

Complaints 14
Home to School Transport 14
Dignity and Privacy 14
Distribution of the School Medical Policy 14

Statement of Intent

Our school welcomes and supports children with medical and health conditions. We aim to include all children with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

Planning

We have a responsibility to care for pupils with medical conditions. Our planning includes

- having some staff (where applicable) who have the duties of administering medicines and undertaking health care procedures written into their job descriptions
- ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations
- having record keeping procedures in place for administering medication
- having storage facilities in place for medication
- having identified a suitable area within school for undertaking health care procedures
- having suitable toileting facilities for children which are clean, safe and pleasant to use
- having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any children with a medical condition that requires this
- following the guidance provided by the Local Authority in 'Supporting Children and Young People with Medical Conditions in School' Jan 2015.

Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the phone at the school office.

We keep the following on site for emergency use:

- Anaphylaxis Kit containing Epipens. These are a back-up, and do not replace a pupil's own prescribed medication.
- Defibrillator Heart Restarter (registered with The Circuit)
- LifeVac (for choking emergencies)

The above items are all mounted on the wall of the main corridor next to the school hall.

If a child needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany the child and school will phone the parent/s to meet

the ambulance at casualty. The member of staff will stay with the child until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a child to hospital in their own car unless it is an absolute necessity and never unaccompanied.

First Aiders

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school.

Procedure to be followed when school is notified that a child has a medical condition

1. Seek further information from parents and health professionals.
2. Determine whether an Individual Healthcare Plan or a risk assessment is required.
3. Arrange a meeting to develop the Individual Healthcare Plan together with parents, the child (if appropriate), staff and external bodies.
4. Arrange any staff training.
5. Implement and monitor Individual Healthcare Plan.

Staff Training

Staff who support children with certain medical conditions must receive additional training from a registered health professional. Children with Individual Healthcare Plans have staff named in their plan who have been trained to undertake the procedures in the plan. They may need additional training from a health professional. The Headteacher ensures there are enough staff named to cover for absences and to allow for staff turnover. The Headteacher is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional.

Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Headteacher who will make appropriate arrangements.

The School Business Manager keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures.

Staff who complete records are shown by the Headteacher how these are to be completed and managed. The School Business Manager quality assures this on a termly basis.

Whole school staff awareness training

All staff are required to undergo Allergies & Anaphylaxis training on an annual basis. Training Epipens will be demonstrated to staff annually.
Information about asthma, epilepsy and allergic reactions is located in the staff room.

Specific training will be given by health professionals when staff have regular direct contact with children with:

- diabetes

Staffing

The Headteacher is responsible for ensuring that all **relevant** staff will be made aware of a child's condition as soon as possible.

Any supply teachers / covering staff will be informed, as appropriate, via communication from admin staff and phase leaders. Medical conditions and allergies for specific children are also displayed in the school staffroom.

Administration of Medication at school

Wherever appropriate we allow children to carry their own medicines and relevant devices and where children self-administer we will provide supervision as appropriate'

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a child's health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse/pharmacist prescriber, or **advised** by a pharmacist and provided in complete packaging with instructions.
- We will only accept **non prescribed** medicine that is in the original packaging with written parental consent e.g. eye drops, antihistamine. This will only be for specific children, on a short-term basis.
- We will not give **Aspirin** to any child under 16 unless it is prescribed.
- We only give medication when we have written parental permission to do so. All medications need to be deposited with the office.
- Where required medication needs to be administered this will be based on staff availability, capacity, and agreement.
- For some chronic conditions, some children may develop the independence of administering their own medication and this would be agreed within their personal medical plans.
- Medication not carried by children is stored in the school office/staff room fridge. Some medication is stored in class inhaler/epipen boxes so they are more readily available for staff.
- Controlled drugs are stored in the school office.
- Children who administer their own medication know where it is stored and how to readily access it.

Administration of medication – General

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so or it is in their job description.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.

Some medicines require staff to receive specific training on how to administer it from a registered health professional.

A central record is kept of the administration of medication in school the school office.

Children who manage their own needs

We encourage all children to manage as much of their own needs as is appropriate. The Headteacher will determine after discussion with parents whether a child is competent to manage their own medicine and procedures. Where a child has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible. We aim for our children to feel confident in the support they receive from us to help them do this.

School Trips

Staff organising our school trips ensure:

- They plan well in advance.
- They seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when children may require medication / procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some children may require an individual risk assessment due to the nature of their medical condition.
- They risk assess whether it may be appropriate to take spare Epipens in case of emergency with them. The risk assessment will need to consider the location of the trip, is it remote, are there accessible hospital services that could treat anaphylaxis nearby, are there any potential communication difficulties. If the risk assessment shows that spare adrenaline devices are needed on the trip, the school should also make sure that enough devices remain available for students who stay at school.

Safe Storage – General

- The Headteacher ensures the correct storage of medication at school.
- The Headteacher by delegation ensures the expiry dates for all medications stored at school are checked and informs parents by letter in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored in a clearly labelled locked container in the fridge located in the staff room.

Refusal

If a child refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

Accepting Medicines

The Headteacher by delegation along with the parent/s, ensures that all medication brought into school is clearly labelled with the child's name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet.

Wherever possible medicines should be passed from the parent to the school office.

Safe Disposal

Parents are asked to collect out-of-date medication.

If parents do not collect out-of-date medication, it is taken to a local pharmacy for safe disposal.

Disposal of medication is recorded on the administration of medication record.

Record Keeping

The following records are kept in school

Name of record	**Location of record**	**Who completes it**	**Who quality assures it & how often**
Whole school administration of medication record	School Office	All staff who administer medication	School Business Manager – Termly
Individual administration of medication record - for children who have frequent & regular medication (Excluding those self-administered)	School Office – when it is short term, regular medication (such as a course of anti-biotics) Individual recording system for ongoing medical needs (such	All staff who administer medication	School Business Manager – Termly Other trained staff

	as diabetes)		
Staff training log – including first aid	School Office	School Business Manager	H&S Governor - Termly

All these records will be kept securely and in accordance with CYC's Records Retention and Disposal Schedule. All electronic records will be password protected.

Admissions Forms

We ask on our enrolment form if a child has any medical /health conditions and again annually.

Individual Health Care Plans

For children with more complex medical needs we use Individual Healthcare Plans to record important details. Individual Healthcare Plans are held within the medical file in accordance with data protection. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.

Individual Healthcare Plans are shared on a need-to-know basis with staff who are directly involved with implementing them. Individual Healthcare Plans are also shared, with parent/s permission, with CYC risk management and insurance.

The Headteacher is responsible for checking Individual Healthcare Plans on a termly basis to ensure they are up to date and being implemented correctly.

Children with Health Needs who Cannot Attend School

In the event that a child has a condition that prevents them from attending school, we will use our best endeavours to ensure that the child continues to receive a good education and maximises their learning potential.

The SENCo will make a referral to the City of York Council's Physical Health Needs Specialist Teaching Team and liaise with all other agencies concerned with the child for the duration of their absence. The school will act in accordance with The City of York Local Authority Policy on Access to Education for Children and Young People who are unable to attend school with Medical Needs 2020 https://www.york.gov.uk/families/Local%20Offer/Education/Specialist%20Teaching%20Team/CYP%20with%20long%20term%20medical%20needs%20August%202020.pdf
This document is available on the school website.

School Medical Register

Children's medical conditions are recorded within Arbor. The admin officers have responsibility for keeping the register up to date.

Defibrillator

A defibrillator is located in the corridor by reception; when required the defibrillator will only be operated by staff who have been trained or in conjunction with emergency service advice. Staff were trained to use the defibrillator when it was first installed and continue to receive general training about its use as part of their ongoing first aid updates.

Asthma

School staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation.

We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is stored in the school staff room. Children are encouraged to develop their ability to self-administer, where appropriate.

Children who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.

The Headteacher and Governing body have chosen to keep emergency Salbutamol inhalers and spacers in school for use by children who have a diagnosis of asthma and whose parent/s have given us written permission for their child to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed by standard letter if their child has used the school's emergency inhaler.

The School Business Manager is responsible for managing the stock of the emergency school Salbutamol inhalers.

The emergency salbutamol inhalers are kept in the school office, along with a register of children whose parent/s have given permission for these to be used.

The School Business Manager is responsible for ensuring the emergency inhalers and spacers are washed as necessary.

Working Together

A number of people and services may be involved with a child who has a medical condition e.g. parent/s, Healthy Child Nurse, specialist nurse, community nurse etc.

We seek and fully consider advice from everyone involved and from the Local Authority to assist us in our decisions around a child's medical needs. The child is consulted and involved as fully as possible.

We aim to maintain regular contact with our Healthy Child nurse who may inform us of any children who have health conditions that we are not already aware of e.g. where a child has developed a

new condition.

We work together to identify needs, identify training, draw up Individual Healthcare Plans, identify staff competency in procedures etc. However, the Headteacher and Governing body take overall responsibility for ensuring a child's needs are met in school.

We work together to ensure our policy is planned, implemented and maintained successfully.

Headteacher's Responsibilities

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the medical policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including children, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, Healthy Child Nurse, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare Plans.
- Ensure child confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure all supply staff and new teachers know and implement the medical policy.
- Update the medical policy at least once a year to review recommendations, recent local and national guidance and legislation.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure Individual Healthcare Plans are completed and reviewed annually.
- Check medication held in school for expiry dates and dispose of accordingly.
- Inform parents when supply of medicine needs replenishing / disposing.
- Quality assure record keeping.
- Work together to quality assure staff competency in specific procedures.
- Regularly remind staff of the school medical policy and procedures.

School staff responsibilities

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement the medical policy.
- Know which children in their care have a medical condition.
- Allow all children to have immediate access to their emergency medication.

- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure children who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE.
- Be aware of children with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff responsibilities

Teachers at this school have a responsibility to:

- Ensure children who have been unwell have the opportunity to catch up on missed work
- Be aware that medical conditions can affect a child's learning and provide extra help when needed.
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a child is falling behind with their work because of their condition.

First Aiders responsibilities

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

School Educational Needs Co-ordinator Responsibilities

The SEN Co-ordinator has a responsibility to:

- Know which children have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements in tests.

Child Responsibilities

Children have a responsibility to:

- Treat other children with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another child is not feeling well. We remind all children of this on an annual basis in assembly.
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication)

- Ensure a member of staff is called in an emergency situation.

Parent Responsibilities

Parents are expected to support their child by:

- Telling school if their child has / develops a medical condition.
- Immediately informing the school in writing if there are any changes to their child's condition or medication.
- Ensuring that they/their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible.
- Undertaking health care procedures out of school hours wherever possible.
- Ensuring they supply school with correctly labelled in-date medication.
- Contributing to the writing of individual health care plans / intimate personal care plans as appropriate.
- Completing the necessary paperwork e.g. request for administration of medication.
- Collecting any out of date or unused medicine from school for disposal.
- Keeping their child at home if they are not well enough to attend school / infectious to other people.
- Liaising with staff to help their child catch up on any school work they have missed.
- Ensuring their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Parents who do not provide this support should be aware that we may not be able to fully support their child's medical condition in school.

School procedure on being notified of a child's Medical Condition

Notification of a child's medical condition may come via a number of routes e.g. by parents, Healthy Child nurse, admission forms etc.
Whatever the route the Headteacher must be informed as soon as possible.

The Headteacher must then:

- Seek further information about the condition.
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required.
- Identify any medication / health care procedures needed.
- Identify any aspects of care which the child can manage themselves.
- Identify which staff will be involved in supporting the child.
- Identify what, if any, training is needed, who will provide this and when.
- Identify which staff need to know the details of the child's medical condition and inform them as appropriate.
- Ensure parent/s written permission is received for any administration of medication.

Unacceptable Practice

It is not acceptable to:

- Prevent children from accessing their inhalers or other medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child and their parents.
- 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 e.g. lunch unless it is specified in the child's Individual Healthcare Plan.
- Send an ill child to the school office or medical room without a suitable person to accompany them.
- Penalise children for their attendance record if their absences relate to their medical condition e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition.
- Require parents or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues.
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the child.

Data Protection

We will only share information about a child's medical condition with those staff who have a role to play in supporting that child's needs. In some cases, e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases, e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

School Environment

We will ensure that we make reasonable adjustments to be favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

Our school has a high level of physical accessibility but aims to develop resources to meet potential future health care needs.

Education and Learning

We ensure that children with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of children in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for children with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the child, parents and pupil's healthcare professionals to ensure the effect of the child's condition on their schoolwork is properly considered.

Insurance

The Headteacher is responsible for ensuring staff are insured to carry out healthcare procedures and administer medication. A copy of the CYC insurance policy is available for all staff upon request.

Additional insurance may need to be taken out for specific procedures and the Headteacher will ensure relevant staff are able to access a copy of the insurance policy.

Complaints

For details on how to make a complaint around medical issues in school please follow our school complaints procedure available from the school website.

Home to School Transport

Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

Dignity and Privacy

At all times we aim to respect the dignity and privacy of all children with medical conditions. We do this by only sharing information with those who have a role in directly supporting the child's needs.
We are considerate when giving / supervising medication / managing health care needs.

Distribution of the School Medical Policy

Parents are informed about this school medical policy:

- At the start of the school year
- In the school newsletter at intervals in the school year
- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round.

School staff are informed and reminded about this policy during school training days and whole school staff meetings.

Governing Bodies review this policy annually.

Link to other policies

Please read this policy in conjunction with the Allergens Policy.