



Inspire Education Trust

Together we achieve, individually we grow

Supporting Pupils with Medical Needs - Primary

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Document History

Version	Status		Date	Author	Summary Changes
V1			Nov 21	Michelle Smith	Initial draft
V2			Nov 23	Michelle Smith	added on the Health Care Plan a section which is highlighted in yellow
V3			Nov 25	Gill Bowser	Updated throughout as checked against current regulations

This policy should be read in conjunction with the Health and Safety Policy and the Management of Medications Policy.

1. RATIONALE

Most pupils will have, at some time, a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having **medical needs**. Most children with medical needs are able to attend school regularly and with some support from school, can take part in most normal school activities. However, staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

There will be some pupils whose access to the curriculum is impaired not so much by the need to take medication but that their condition brings with it a level of dependency on adult support to meet their personal needs. This policy seeks to include these pupils and their needs.

Parents or carers have prime responsibility for their child's health and should provide school with the information about their child's medical condition.

*** There is no legal duty which requires school staff to administer medication; this is a voluntary role however school should take all reasonable steps to ensure a pupil can attend school without interruption to their education.** Staff who provide support for pupils with medical needs, or who volunteer to administer medication, should receive support from the Headteacher and parent, access to information and training, and reassurance about their legal liability. Staff should whenever they feel it necessary consult with their respective professional associations.

Good Practice

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. Pupils with a medical condition will not be denied admission or be prevented from taking up a place in school because arrangements for their medical condition have not been made.

Children in Inspire Education Trust with medical conditions should be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Definition of the term Medical Condition used in this context:

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances. Some children with medical conditions may be disabled. Where this is the case the Local Governing Committee (LGC) must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and

may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND Code of Practice, the Local Offer and the school's SEND information which is available on the school website.

Please note that an EHCP may include health related matters however this is not the same as an Individual Healthcare plan as described later in this policy.

Statement of Intent

All pupils attending the school with a medical condition must be appropriately supported in order that they have full opportunity to fulfil their academic potential. Where necessary, the academy SENCo will work with parents and external agencies to apply for an EHCP, where it is deemed necessary and proportionate to do so. (See the SEND policy for further information)

Please note that not all children with medical needs who require an Individual Healthcare plan will need or reach the necessary thresholds for an Education, Health and Care plan (EHCP).

2. RESPONSIBILITIES

It is important that responsibilities for pupils' safety is clearly defined and that each person involved with pupil's medical needs is aware of what is expected of them. Close co-operation between school, parents, health professionals and other agencies will help provide a suitably supportive environment for pupils with medical needs.

Inspire Education Trust

Inspire Education Trust is responsible, under the Health and Safety at Work Act 1974, for making sure that a school has a Health and Safety Policy. This should include procedures for supporting pupils with medical needs, and managing medication. In the event of legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible. It is the employer's responsibility to ensure that correct procedures are followed.

Where pupils would not receive a suitable education in a mainstream school because of their health needs, Inspire (through leadership within schools) will liaise with the Local Authority. The Local Authority has a duty to make other arrangements. Please refer to the Local Offer for more details. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs.

GOVERNORS

The Local Governing Committee must ensure that arrangements are in place in school to support pupils with medical conditions. In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child. The school, Local Authority, health professionals and other support services should work together to ensure that children with medical conditions receive a full education.

The Local Governing Committee should ensure that the school's leaders liaise with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

The Local Governing Committee should ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties, as set out in the Child Protection policy. Policies should be reviewed regularly and be readily accessible to parents/carers and school staff.

The Governing Committee will ensure that:

- The Headteacher implements this policy effectively.
- Individual Healthcare Plans (and EHCPs where necessary and appropriate) are devised, implemented and monitored by the Headteacher working in partnership with the parents/carers, pupil, Pastoral Lead and relevant healthcare professionals.
- Written records are kept of all medicines administered to children.
- All Individual healthcare plans actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- That staff are properly trained to provide the support that pupils need.
- That the school's policy sets out what should happen in an emergency situation.
- Public Liability Insurance is in place for Inspire Education Trust and appropriately reflects the level of risk, with risk assessment being carried out, when appropriate.
- That the school provides parents with information about the Local Offer and the School Offer including information displayed on the school website, and the Local Authority website.
- That parents 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.

THE HEADTEACHER

- Is responsible for implementing the Local Governing Body's Policy in practice and for developing detailed procedures. (See Appendix 1)
- Should ensure that good lines of communications exist between parents and all relevant education and healthcare professionals.
- Should ensure that teachers who volunteer should receive proper training and support.
- Is responsible for the day-to-day decisions on administering medication.
- Must share information with relevant staff to ensure the best care for the child after seeking parental agreement to do so.

- Should ensure that wherever possible the parent is not inconvenienced from work in order to support the pupil or administer medication at school.

PARENTS AND CARERS

Parents, as defined in the Education Act 1944, are a child's main carers. They are responsible for making sure that their child is well enough to attend school.

Parents should:

- Provide the Pastoral Lead with sufficient information about their child's medical condition and treatment to allow the appropriate arrangements to be put in place in school.
- Reach agreement jointly with the school on the school's role in helping with their child's medical needs.
- Share information to ensure the best care for the child.

SCHOOL

The school will:

- Ensure that pupils with medical conditions are identified as they transfer to the school and through the ongoing annual data check process.
- Arrange for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
- Have separate arrangements in place for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.

Designated Safeguarding Leads (DSLs) to be entrusted with information about a pupil's condition; where confidentiality issues are raised by the parent/child DSLs will however consult with trained first aid staff where their expertise is key to ensuring pupil safety and wellbeing.

- Always have a minimum of two members of staff available trained in first aid response with knowledge of the pupils with medical conditions and access to their medical information and any supporting plans.
- Be clear about what to do in an emergency, including who to contact, and contingency arrangements. (Some children may have an emergency healthcare plan prepared by their lead clinician)
- Make all staff working directly with pupils aware of the pupils in the school with medical conditions, through regular meetings and sharing of appropriate documentation.
- Provide sufficient training for staff to meet the needs of pupils at the school with medical conditions.

- Ensure that prescription medicines and health care procedures will only be given by staff following appropriate training from medical professionals.

School Staff

- Staff should use their discretion and judge each case on its merits with reference to any medical documentation held about the pupil. Staff should make inhalers and medication easily accessible to pupils and administer their medication when and where necessary.
- Staff should take the views of the pupil and their parents into account; act on medical evidence and opinion but challenge it when appropriate.
- Staff should encourage pupils with medical conditions to remain in school for normal school activities, including lunch, unless this is specified in medical documentation that it is not possible to do so.
- Staff should supervise pupils with medical conditions if they become ill.
- Staff should not penalise pupils for their attendance record if their absences are related to their medical conditions e.g. hospital appointments.
- Staff should encourage pupils to drink, eat and take toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Staff will not force pupils to take medicines or have necessary procedures against their will. They will aim to follow the procedure agreed, and contact parents when alternative options may need to be considered.
- Staff should support parents in meeting the medical needs of their child in school by accepting responsibility for the pupil's medical needs at school and encourage pupils with medical conditions to participate, in all aspects of school life, including school trips.
- Staff should log in school records any concerns they have on a child's health and wellbeing and report these concerns to parents on the same day.

Emergency Procedures (see Appendix 3)

In the event that an ambulance needs to be called any member of staff should;

- Ring the emergency service stating the medical condition
- Endeavour to make contact with the parent.
- Accompany the child in the ambulance.
- Take a copy of all medical details including medication.
- Remain with the child until the parent arrives.

Generally, staff should not take pupils to hospital in their own car. If it is required, then the member of staff should be accompanied by another adult and have business insurance (checked for validity at Trust level).

Individual Healthcare Plans (see Appendix 2)

An **Individual Healthcare Plan (IHP)** is a personalised document that outlines how a child's medical condition should be managed during the school day. It includes:

- Details of the medical condition
- Day-to-day care requirements
- Medication management
- Emergency procedures
- Roles and responsibilities of school staff
- Input from parents, healthcare professionals, and the child (where appropriate)

IHPs are created collaboratively by the school, parents or caregivers, and relevant healthcare professionals. They are tailored to the child's specific needs and aim to ensure that the child can participate fully in school life, including activities and trips, while managing their condition safely.

When Is an IHP Needed?

An IHP is typically required when:

- A child has a **chronic or complex medical condition**
- **Medication needs to be administered at school**
- There is a **risk of emergency situations** (e.g., asthma attacks, seizures, anaphylaxis)
- The child needs **additional support or planning** due to their health condition.
cpdonline.co.uk

Schools have a **statutory duty** under the **Children and Families Act 2014** to support pupils with medical conditions, and IHPs are part of fulfilling that duty.

At Inspire Education Trust IHPs will:

- Be clear and concise.
- Be written in partnership with parents, child, healthcare professional and key staff
- Be reviewed annually or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality.
- Securely stored by the Headteacher, Pastoral Lead and relevant staff.
- Outline educational provision if the pupil is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.

- Include relevant SEN information.
- Provide details of 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, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between lessons.
- Outline specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- State contingency plan and plan of action in the event of an emergency.

Complaints

Parents/carers' concerns about the support provided for their child with a medical condition should be directed, in the first instance, to the designated lead for supporting pupils with medical conditions, Headteacher or Executive Headteacher.

Where parents/carers feel their concerns have not been addressed, they should make a formal complaint via the school's complaint procedure. (See website for details).

Supporting documents:

- Equality Act 2010
- Supporting Children in School with Medical Conditions – DfE December 2015
- SEN Code of Practice /SEN Local Offer
- Supporting Children at school with Medical Conditions-DfE April 2014
- Health and Safety at Work Act 1974

Responsibility

The Inspire Education Trust Board of Directors have a responsibility for the oversight of this and all policies within the Trust's academies and may delegate the implementation and review of this policy in accordance with our Scheme of Delegation.

APPENDIX 1

- School Procedures on being informed of a medical need;
- Healthcare professional or parent informs school of medical needs on admission, or if newly diagnosed, or that needs have changed.
- School Office (admission information), First Aiders, Pastoral Lead and teachers to identify those pupils needing a Health Care Plan with a high level of medical need e.g. diabetes, severe allergic reaction (epi-pen users), and epilepsy.
- Office Lead to record all details of pupils with medical conditions from admission data forms and from annual data check onto SIMs.
- Pastoral Lead to co-ordinate Health Care Plan through partnership meeting with parents, child, healthcare professionals, key staff as appropriate.
- Agreement reached what support is needed, and who leads on writing the Health Care Plan (guidance p10 DfE document)
- Health Care Plan implemented and circulated to all relevant staff and First Aid team.
- Health Care Plans are reviewed annually or when conditions changes. In summer term, letter is sent home to remind parents to make sure spare medicines (inhaler/epi-pens) kept in school are in date.
- Administering non-prescription medicines: written permission must be provided by parents/carers, and filed in reception; if a child is unwell, parental permission must be sought before administering pain relief.
- Record kept of all medicines administered by trained school staff.
- Parent/carers must collect all unused medicines for disposal.
- Risk assessments for school visits and activities off site include relevant medical information.
- All consent forms include a request for medical information.
- List of first aiders posted around the school.
- Health Care Plans uploaded onto CPOMS by Pastoral Lead.
- School staff training needs identified and actioned through Headteacher, Pastoral Lead and school nurse
- Collated information passed to SENCo to include within the SEN Code of Practice for circulation to all staff at the start of the academic year.

APPENDIX 2

XXX Academy

Individual Health Care Plan for a Pupil with Medical Needs.

Name:

Date of Birth:

Condition:

Date Diagnosed:

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Epipen		Antihistimine		Other	
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Medication held at School:

MEDICATION SHOULD BE HANDED TO AN ADULT IF IT NEEDS TO TRAVEL WITH THE CHILD TO DIFFERENT ACTIVITIES AND/OR HOME.

Class:

Date:

Review Date:

CONTACT INFORMATION

Family Contact 1

Name

Phone No (mobile)

Phone No (home)

Relationship:

Emergency Contact 3

Name:

Phone No:

Family Contact 2

Name

Phone No (mobile)

Phone No (home)

Relationship:

GP

Name:

Phone No:

Describe condition and give details of pupils' health-related symptoms:

Describe what constitutes an emergency for the pupil and what action to take if this occurs:

Who is responsible in an emergency?

On Site: Head Teacher Off Site: Class Teacher

Agreement and Conclusion:

School and parents will hold a copy of this Individual Healthcare Plan. A copy will be sent to the School Nurse (where appropriate / possible) to be held in the child's health records. Any necessary revisions will be subject to further discussions between the school and parents.

Agreed and Signed:

_____ Parent Date _____

_____ Headteacher Date _____

APPENDIX 3

EMERGENCY PLANNING

Request for an Ambulance :

Dial 999, ask for ambulance and be ready with the following information. Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number:
2. Give your location as follows: School full address (remember to give postcode for the entrance that the Ambulance needs to gain admittance)
3. Give your name ____
4. Give child's name and age_
5. Give brief description of pupil's symptoms/known medical condition/current condition reason for emergency

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6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to patient.
 7. Ensure school records on child are available to emergency team.
 8. Ensure parents are informed immediately and stay with child until parents arrive.
 9. If child goes to hospital take EHCP and pupil details with you. Take a mobile telephone

Appendix 4

Instructions for Medicines Stored Short Term In School



Pupil Name..... Class.....

I give consent for the medicine specified below to be given to my son/daughter by (name of school) between the following dates:-

From To

I also acknowledge that medicine is administered by the school on a voluntary basis. It is my child's responsibility to go to the school office for their medicine and it is not the responsibility of school staff to remind the child. I understand that there may be occasions when medicine is not given to my son/daughter.

Signed..... Parent/Carer Date.....

Medicine Name		Dosage/Instructions/Number of Spoons	
Date	Time	Administered by	Witnessed by

Pupil Name..... Class.....

[illegible]

Appendix 5

Instructions for Long Term Medicines Stored In School



Pupil Name..... Class.....

If complains of the following symptoms then I give permission for school staff to administer the following medication.

Symptoms.....	
<input type="checkbox"/>	Please contact me before administering the medication
<input type="checkbox"/>	I do not need to be contacted before medication is administered

(please tick)

It is my responsibility to ensure that the medication is not out of date and that I will collect and return the medication to school at the end and beginning of a new term. I also understand that medicine is administered on a voluntary basis and there may be occasions when medicine is not administered to my son/daughter.

Signed..... Parent/Carer Date.....

Medicine Name		Dosage/Instructions/Number of Spoons	
Date	Time	Administered by	Witnessed by

Reviewed by:	Michelle Smith	November 2021
	Michelle Smith	November 2023
	Gill Bowser	November 2025
Senior Lead Review	Rob Darling	November 2025
Next Review Date:		November 2027
Approved by Directors:		1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards