

The Bellbird Primary School

Policy for Supporting children with medical needs



	Full Governing Body	Date: 14.1.26
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Supporting Pupils at School with Medical Conditions policy

The Bellbird Primary School is committed to ensuring that pupils with medical conditions are properly supported so that they have full access to education and can achieve their full potential. Pupils requiring support may have short-term medical problems or long-term and complex medical conditions requiring ongoing support, medicines or care while at school to help them manage their condition and keep them well. There may be emergency situations in school requiring monitoring and interventions. Absences may be short and frequent or extended. There may be social and emotional problems associated with the medical condition, self consciousness, anxiety or depression.

This policy meets the requirements under Section 100 of the Children and Families Act 2014 and has been developed in line with the Department for Education's statutory guidance on supporting pupils with medical conditions at school. It does not cover after school clubs.

Separate arrangements for these should be agreed with out-of-school providers, including those run on school premises by school staff. The Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions. The person with overall responsibility for policy implementation is the Headteacher.

1. Definitions

1.1 Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.

1.2 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery.

1.3 'Medication' is defined as any prescribed or over the counter treatment.

1.4 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

1.5 A 'staff member' is defined as any member of staff employed at The Bellbird Primary School.

Arrangements for support

2.1 Arrangements will be made, in consultation with school leaders, health and social care professionals, pupils and parents to ensure the needs of pupils with medical conditions are effectively supported. When making arrangements the focus must be on the needs of each individual pupil and how their medical condition impacts on their school life. The arrangements will show an understanding of how medical conditions impact on a pupil's ability to learn, as well as promote the pupil's confidence and self-care.

2.2 When The Bellbird Primary School is notified that a pupil has a medical condition, the Headteacher is responsible for ensuring that:

- sufficient staff are suitably trained
- all relevant staff are made aware of the pupil's condition
- cover arrangements in case of staff absence/turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- Individual Healthcare Plans (IHP) are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a pupil's needs change, the above measures are adjusted accordingly

2.3 Where a pupil is joining The Bellbird Primary School at the start of a new academic year, these arrangements should be in place for the start of term. Where a pupil joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

2.4 Any pupil with a medical condition requiring medication or support in school should have an (IHP) which details the support that pupil needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the pupil's medical condition and any implications for the pupil will be kept in the school's medical record and the pupil's individual record.

3. Key roles and responsibilities

Supporting a pupil with a medical condition at school is the collaborative responsibility of a number of people and agencies.

3.1 The Local Authority (LA) is responsible for:

- promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- providing support, advice, guidance and training to schools and their staff to ensure IHPs are effectively delivered.
- working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

3.2 The Governing Body of The Bellbird Primary School is responsible for:

- ensuring arrangements are in place to support pupils with medical conditions to enable them to take the fullest participation possible in all aspects of school life including school trips and physical education and to achieve their academic potential.
- ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- ensuring that the Policy for Supporting Pupils with Medical Conditions does not discriminate on any grounds
- ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so.
- ensuring written records are kept of, any and all, medicines administered to pupils.
- ensuring the policy sets out procedures in place for emergency situations.
- ensuring the level of insurance in place reflects the level of risk.
- ensuring that individual healthcare plans are developed and monitored
- handling complaints regarding this policy as outlined in the school's Complaints Policy

3.3 The Headteacher is responsible for:

- ensuring that all staff and parents of a pupil with a medical condition are aware of this policy and understand their role in its implementation
- ensuring all staff who need to know are informed of a pupil's condition

- ensuring sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations.
- ensuring appropriate insurance is in place for staff who support pupils in line with this policy and that staff are aware of this.
- ensuring development of an appropriate IHP
- contacting the NHS School Nursing Service in the case of any pupil with a medical condition whom has not been brought to the attention of the school nurse.
- ensuring confidentiality and data protection supported by the DPO from ICT services (GDPR)
- assigning appropriate accommodation for medical treatment and care
- ensuring that parents know it is their responsibility to liaise directly with an afterschool provider regarding their child's medical needs
- ensuring systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.4 School Staff are responsible for:

- providing support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- ensuring they receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting pupils with medical conditions
- taking into account the needs of pupils with medical conditions that they teach
- knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help
- allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance. (See Medicines Policy)

3.5 School Nursing Service are responsible for:

- notifying the school when a pupil has been identified as having a medical condition which will require support in school, before the pupil starts school wherever possible
- supporting staff on implementing a pupil's IHP and provide advice and liaison

3.6 Other healthcare professionals' are responsible for:

- notifying the School Nursing Service when a pupil has been identified as having a medical condition that will require support at school.

- providing advice on developing healthcare plans
- providing support from specialist local teams for particular conditions (eg. Asthma, diabetes)

3.7 Pupils are responsible for:

- being involved as fully as possible in discussions about their medical support needs and contribute to, and comply with, their IHP
- managing their medication or health needs, including carrying medicines or devices, if judged competent to do so by a health care professional and agreed by parents

3.8 Parents are responsible for:

- providing the school with sufficient and up-to-date information about their child's medical needs
- being involved, as key partners, in the development and review of their child's IHP
- carrying out any action they have agreed to as part of the IHP implementation
- ensuring all medication and equipment is in date and at school
- ensuring they or another nominated adult are contactable at all times

4. Training of staff

4.1 Teachers and support staff will receive training on the Policy for Supporting Pupils with Medical Conditions as part of their induction. Supply teachers will be informed of the particular needs of any children with medical needs, and the key permanent member of staff who is present that day who can deal with them.

4.2 The clinical lead for each training area/session will be named on each IHP.

4.3 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.

4.4 School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

5. Medical Conditions List

5.1 A medical conditions list is kept in the Medical binder in the office and on the pinboard in the First Aid room. It is updated and reviewed regularly by the nominated member of staff. Each class has an overview of the list for the pupils in their care.

5.2 Supply staff and support staff will similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.

5.3 For pupils on the medical conditions list key stage transition points meetings will take place in advance of transferring to another school to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

6. Individual Healthcare Plans (IHPs)

6.1 Where necessary (the Headteacher will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

6.2 IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality

6.3 The following information should be considered when writing an IHP:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, times, facilities, equipment,
- testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in 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 (pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- 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
- confidentiality
- what to do if a pupil refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements

- where a pupil has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their IHP

6.4 IHPs will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner.

6.5 Where a pupil has an Education, Health and Care plan or special educational needs statement, the IHP will be linked to it or become part of it.

6.6 Where a pupil is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the pupil needs to reintegrate. B

7. Transport arrangements

7.1 Where a pupil with an IHP is allocated Local Authority school transport the school should invite a member of the school transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.

7.2 For some medical conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.

7.3 When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.

7.4 Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

8. Medicines

8.1 Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.

8.2 If this is not possible, prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a parental consent to administration of medicine form.

8.3 No pupil will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

8.4 Medicines MUST be in date, labelled with the pupil's first name and surname, and provided in the original container with dosage instructions. The exception is insulin, which, although it must be in date, may come in a pen or pump. Medicines which do not meet these criteria will not be administered.

8.5 A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another pupil for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a nonportable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.

8.6 Medications will be stored in the First Aid Office in named grab bags or boxes along with emergency protocols, or in the case of asthma inhalers in the pupil's drawer or with their class teacher.

8.7 Any medications left over at the end of the course will be returned to the pupil's parents.

8.8 Written records will be kept of any medication administered to pupils. 8

.9 Pupils will never be prevented from accessing their medication (in line with its prescribed dosage)

8.10 General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the school office

8.11 The Bellbird Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

9. Emergencies

9.1 Medical emergencies will be dealt with under the school's emergency procedures, which will be communicated to all relevant staff so they are aware of signs and symptoms.

9.2 Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

9.3 If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents arrive.

10. Day trips, residential visits and sporting activities

10.1 Clear unambiguous arrangements will be made to ensure pupils with medical conditions can participate in school trips, residential stays and sports activities. They will be flexible enough to ensure participation, unless a clinician states it is not possible.

10.2 To comply with best practice risk assessments will be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate from the normal day to day IHP requirements for the school day.

11. Avoiding unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the pupil's IHP, the following behaviour is not generally acceptable practice in The Bellbird Primary School:

- Preventing pupils from easily accessing their inhalers and medication in order to administer their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Requiring parents or otherwise making them feel obliged, to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to pupils participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

12. Insurance

12.1 Teachers who undertake responsibilities within this policy will be covered by the LA/school's insurance.

12.2 Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher.

13. Complaints

13.1 All complaints should be raised with the school in the first instance.

13.2 The details of how to make a formal complaint can be found in the School Complaints Policy.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First Aid
- Health and Safety
- Safeguarding
- Special Educational Need
- Data Protection Policy
- Medicines Policy