FRIEZLAND PRIMARY SCHOOL

Supporting Pupils with Medical Conditions Policy

(supporting pupils with medical conditions at school)

Date Written / Reviewed	September 2026
Date of Next Review	September 2029
Headteacher	*S Carver*
Chair of Governors	*J Goodwin*

This policy should be read alongside the school's related safeguarding, first aid, SEND, equality, accessibility, health and safety, educational visits, data protection and allergy safety arrangements.

1. Aims

At Friezland Primary School, we understand that medical conditions requiring support at school can affect a pupil's quality of life and, in some cases, may be life-threatening.

We will support pupils with medical conditions so that they have full access to education, including school trips, visits, physical education and wider school activities.

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how the school will support pupils with medical conditions.
- Set out the roles and responsibilities of members of the school community in relation to pupils with medical conditions.
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHCPs).
- Reassure parents/carers that the school will help their child to feel safe, supported and included.

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

2. Related policies and guidance

This policy should be read alongside the school's current relevant policies and procedures, including:

- First Aid Policy
- SEND Policy
- Accessibility Plan
- Equality Policy
- Health and Safety Policy
- Educational Visits procedures
- Data Protection Policy
- Complaints Policy
- Allergy Safety Policy and associated individual healthcare arrangements

3. Legislation and statutory responsibilities

This policy reflects the duty under Section 100 of the Children and Families Act 2014, which requires governing bodies to make arrangements to support pupils at school with medical conditions.

It has been developed with regard to the Department for Education statutory guidance Supporting pupils at school with medical conditions. Where a pupil has an allergy, the school will also follow the current statutory guidance on allergy safety in schools.

4. Roles and responsibilities

4.1 The Governing Board

The Governing Board has ultimate responsibility for ensuring that arrangements are in place to support pupils with medical conditions. The Governing Board will:

- Review this policy regularly and when legislation or statutory guidance changes.
- Make sure the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition.
- Monitor implementation, including arrangements for staff training and the effectiveness of support for pupils with medical conditions.

- Ensure appropriate insurance and indemnity arrangements are in place and reflect the school's level of risk.

The Governing Board delegates day-to-day implementation of this policy to the Headteacher.

4.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Make sure there are sufficient appropriately trained staff available to implement this policy and all individual healthcare plans, including contingency and emergency arrangements.
- Make sure that staff who need to know are aware of a pupil's medical condition and the support required, while respecting confidentiality.
- Take overall responsibility for the development, monitoring and review of individual healthcare plans (IHCPs).
- Make sure staff are appropriately insured or indemnified and understand the scope of the cover in place.
- Make suitable cover arrangements where trained staff are absent, and ensure temporary or supply staff are appropriately briefed about relevant medical needs.
- Ensure appropriate risk assessments are completed for school visits and activities where provision is needed for pupils with medical conditions.
- Seek support from the school nursing service or other relevant healthcare professionals where a pupil has a medical condition that may require support in school.
- Make sure systems are in place for obtaining and updating information about pupils' medical needs and medicines.

4.3 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, including the administration of medicines, but staff will not be required to undertake healthcare procedures for which they are not willing, trained or competent.

Staff who take on responsibility for supporting pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before undertaking relevant procedures. Teachers will take account of the needs of pupils with medical conditions whom they teach. All staff will know how to obtain help and how to respond when a pupil with a medical condition needs support.

4.4 Parents and carers

Parents/carers will:

- Provide the school with sufficient, accurate and up-to-date information about their child's medical needs.
- Provide prescribed medicines in accordance with the school's procedures, together with written permission and any required supporting information.
- Be involved in the development and review of their child's IHCP and contribute to its drafting where appropriate.
- Carry out actions agreed as part of the IHCP, including supplying medicines/equipment and ensuring they or another nominated adult can be contacted when necessary.
- Inform the school promptly if their child's medical needs, medication or treatment arrangements change.

4.5 Pupils

Pupils with medical conditions will often be best placed to explain how their condition affects them. Pupils will be involved, as appropriate to their age and understanding, in discussions about their medical support needs and in the development and review of their IHCP. They are expected to follow agreed arrangements within their plan.

4.6 School nurses and other healthcare professionals

The school will work with the school nursing service and other relevant healthcare professionals. Healthcare professionals may support the school in understanding a pupil's condition, developing an IHCP, identifying staff training needs and confirming competency for specific procedures where appropriate.

5. Equal opportunities and inclusion

The school will meet its responsibilities under the Equality Act 2010 and will not unlawfully discriminate against pupils because of a medical condition or disability. Pupils with medical conditions will be actively supported to participate in school trips, visits, physical education, sporting activities and the wider life of the school.

Reasonable adjustments and appropriate risk assessments will be considered to enable pupils to participate fully and safely. Pupils, parents/carers and relevant healthcare professionals will be consulted where appropriate.

6. Being notified that a pupil has a medical condition

When the school is notified that a pupil has a medical condition, the process in Appendix 1 will be followed to determine what support is required and whether an IHCP is needed.

The school will make every reasonable effort to put arrangements in place within two weeks of notification, or by the beginning of the relevant term for a pupil who is new to the school. Urgent interim arrangements will be put in place sooner where necessary to keep a pupil safe.

7. Individual healthcare plans (IHCPs)

The Headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions, supported by the SENDCo and relevant school staff. Plans will be reviewed at least annually, and earlier where there is evidence that a pupil's needs have changed.

Not every pupil with a medical condition will require an IHCP. Decisions will be based on the individual pupil's needs and available evidence, in discussion with parents/carers and relevant healthcare professionals. If agreement cannot be reached, the Headteacher will make the final decision on the school arrangements required.

Plans will be developed in partnership with the school, parents/carers and a relevant healthcare professional who can advise on the pupil's needs. The pupil will be involved wherever appropriate. An IHCP will be linked to, or form part of, an Education, Health and Care Plan where relevant.

The level of detail will depend on the complexity of the pupil's condition and the support required. Where appropriate, an IHCP will include:

- The medical condition, including triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication, dosage, side effects, storage, other treatments, equipment, testing, access to food and drink, dietary requirements and relevant environmental considerations.

- Specific support for educational, social and emotional needs, including arrangements for absence, rest periods, catch-up support and access to learning.
- The level of support required, including emergency support and arrangements for any pupil who self-manages medication.
- Who will provide support, their training needs, expectations of their role, competency requirements and cover arrangements.
- Who in school needs to know about the condition and the support required.
- Arrangements for written parental consent for medicines to be administered, or for a pupil to self-administer where appropriate.
- Arrangements for school trips, visits and activities outside the normal timetable, including any necessary risk assessment.
- Any confidentiality arrangements requested by the parent/carer or pupil and how essential safety information will be shared.
- What constitutes an emergency, the action to be taken, who should be contacted and any contingency arrangements.

8. Emergency procedures

Staff will follow the school's emergency procedures, including calling 999 where required. Individual healthcare plans will clearly identify what constitutes an emergency for that pupil and what action staff should take.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until a parent/carer arrives, or will accompany the pupil in an ambulance where this is necessary and safe to do so.

9. Training

Staff responsible for supporting pupils with medical needs will receive suitable and sufficient training. Training requirements will be identified when an IHCP is developed or reviewed and will be updated as necessary.

Training will:

- Ensure staff are competent and confident to provide the support required.
- Meet the requirements of the pupil's IHCP.
- Enable staff to understand the medical conditions they are supporting, including implications, preventative measures and emergency responses.

Where a healthcare professional is required to confirm competency in a medical procedure or the administration of medication, this will be obtained before the member of staff undertakes the procedure independently. New staff will be made aware of this policy and relevant emergency arrangements as part of induction.

10. Record keeping and confidentiality

The school will keep appropriate written records of medicines administered to pupils and of relevant training, consent and healthcare arrangements. Parents/carers will be informed when required if their child becomes unwell at school or receives medication or treatment in accordance with school procedures.

IHCPs and associated medical information will be stored securely within the school's designated pupil record systems. Information will be made accessible to staff who need it to keep the pupil safe and provide agreed support. Records will be retained and disposed of in accordance with the school's data protection policy and records retention arrangements.

11. Liability and indemnity

The Governing Board will ensure that the appropriate level of insurance or indemnity is in place and reflects the school's level of risk. The school will check the scope of cover for staff who support pupils with medical conditions and for any specific medical procedures undertaken in school.

12. Complaints

Parents/carers who are concerned about the school's arrangements for supporting their child's medical condition should raise the matter with the Headteacher in the first instance. If the matter cannot be resolved, the school's complaints procedure should be followed.

13. Data protection

Personal and medical information processed under this policy will be handled in accordance with the school's Data Protection Policy and applicable data protection legislation. Information will be limited to what is necessary for the safe and effective support of the pupil and shared only with those who need it for that purpose.

Information	Purpose	Who may need access	Storage	Retention
Medical needs / conditions	To ensure the pupil is supported safely and effectively	Relevant staff	Secure pupil records / designated school systems	In line with the school retention schedule
Medication and IHCP records	To evidence consent, administration and agreed support	Relevant staff and healthcare professionals where appropriate	Secure pupil records / designated school systems	In line with the school retention schedule

14. Review

This policy will be reviewed at least every three years, or sooner if legislation, statutory guidance or the school's arrangements change. The Governing Board may require an earlier review where monitoring identifies a need to amend practice.

Appendix 1: Process when the school is notified of a medical condition

1	Parent/carer or healthcare professional informs the school that a pupil has a new diagnosis, is due to start school, is returning after a long-term absence, or has medical needs that have changed.
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2	The Headteacher, SENDCo or another relevant senior member of staff coordinates the school response and identifies the staff who need to be involved.
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3	The school discusses the pupil's needs with the pupil (where appropriate), parents/carers, relevant school staff and healthcare professionals, and decides whether an IHCP is required.
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4	Where an IHCP is needed, it is developed using advice from an appropriate healthcare professional and with input from the pupil and parents/carers.
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5	Any staff training needs are identified. Training is arranged and competency confirmed where a medical procedure requires this.
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6	The IHCP and associated arrangements are implemented and essential information is shared with relevant staff.
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7	The plan is reviewed at least annually and sooner if the pupil's condition, treatment or school needs change. Parents/carers, the pupil or a healthcare professional may request an earlier review.
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Appendix 2: Infection and exclusion from school

Friezland Primary School will follow the current UK Health Security Agency guidance on health protection and public health exclusion periods in children and young people's settings. The school will not rely on a fixed exclusion table within this policy because national advice may change during the lifetime of the policy.

Current guidance should be checked when a decision is required about whether a pupil should remain away from school because of an infectious illness. Where required, the school will seek advice from the relevant health protection team or healthcare professional.

Reference: GOV.UK – Health protection in children and young people's settings, including the current public health exclusion periods.

Appendix 3: Individual Healthcare Plan (IHCP) template

FRIEZLAND PRIMARY SCHOOL
INDIVIDUAL HEALTHCARE PLAN (IHCP)

Name of pupil:	**Year group:**	**Date of birth:**
Medical diagnosis / condition:	Date of IHCP:	Date due for review:
GP details:	Clinic / hospital / specialist details:	Named support person(s) in school:

Medical needs / details of the condition (including symptoms, triggers, signs and environmental issues)

Medication required (dose, method of administration, frequency, side effects, storage, administered by / self-administered, supervision and equipment). Reference and attach any flow chart or specific process.

Daily care requirements	Adaptations for school trips / visits / PE

Specific support for the pupil's educational, social and emotional needs

Emergency actions (what constitutes an emergency for this pupil and the action to take)

Emergency contact(s)

Staff training requirements (including dates, trainer / healthcare professional and renewal arrangements)

Who will receive or have access to this plan?

Signed: Headteacher / SLT	Date:
Signed: allocated adult(s) within school	Date:
Signed: parent / carer	Date:

Please attach any associated documents, for example pupil-specific flow charts, specialist reports, risk assessments or emergency treatment plans.