



Supporting Pupils with Medical Conditions Policy

Date written / reviewed	June 2026
Date of next review	June 2029
Headteacher	<i>R Swaby</i>
Chair of Governors	<i>M Hopkins</i>

Aims

At Delph Primary School and Delph Pre-School, we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

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

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions.
- Set out the roles and responsibilities for everyone in the school community in regard 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 feel safe, supported and included

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

This policy should be read in collaboration with the following Policies:

- First Aid Policy
- Asthma Policy
- Administration of Medicines Policy
- Allergies Policy
- Infection illness / Disease Exclusion Periods from school
- Accessibility Plan
- Equality Policy
- SEND Policy

Legislation and statutory responsibilities

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 statutory guidance on [supporting pupils with medical conditions at school](#) and the EYFS Framework from the Department for Education (DfE).

Roles and responsibilities

The Governing Board

The governing board has ultimate responsibility for making arrangements to support pupils with medical conditions.

The Governing Board will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regard to pupils with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to the Headteacher.

The Headteacher

The Headteacher will:

- › Make sure all staff are aware of this policy and understand their role in its implementation.
- › Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations.
- › Make sure that all staff who need to know are aware of a child's condition.
- › Take overall responsibility for the development and monitoring of individual healthcare plans (IHCPs).
- › Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- › Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs.
- › Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions.
- › 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.
- › Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- › Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date (EYFS).

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, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents/Carers

Parents/carers will:

- › Provide the school with sufficient and up-to-date information about their child's medical needs.
- › Provide evidence of appropriate prescription and written permission for medicines to be administered by staff.
- › Be involved in the development and review of their child's IHCP and may be involved in its drafting.
- › Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

School Nurses and other Healthcare Professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHCP.

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHCPs.

Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

Being Notified that a Child has a Medical Condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHCP (Appendix 3).

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Delph Pre-School (EYFS) Obtaining Information about Medicines

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before they start our setting, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks.
- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s).

We ask that parents/carers proactively inform us by either phone call to the school or an email to the school office, if their child's medical needs change during the school year.

Individual healthcare plans (IHCPs)

The Headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions and is supported by the SENDCo and the school Office Team.

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 IHCP. It will be agreed with a healthcare professional and the parents/carers when an IHCP 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/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHCPs will be linked to, or become part of, any Education, Health and Care (EHC) plan. If a pupil has special educational needs (SEND) but does not have an EHC plan, the SEND will be mentioned in the IHCP.

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 will consider the following when deciding what information to record on IHCPs:

- › 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, 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/carers 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/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition.
- › What to do in an emergency, including who to contact and contingency arrangements.

Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHCPs 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/carer arrives or accompany the pupil to hospital by ambulance.

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 IHCPs. 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. 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 IHCPs.
- › Help staff to have an understanding of the specific medical conditions they are being asked to support 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 that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record Keeping

The Governing Board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. This includes children from Pre-School up to Year 6. Parents/carers will be informed if their child has been unwell at school.

IHCPs are kept in a readily accessible place that all staff are aware of (online Teams folders).

Liability and indemnity

The Governing Board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. Insurance with the LA covers staff providing support to pupils with medical conditions.

Complaints

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

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

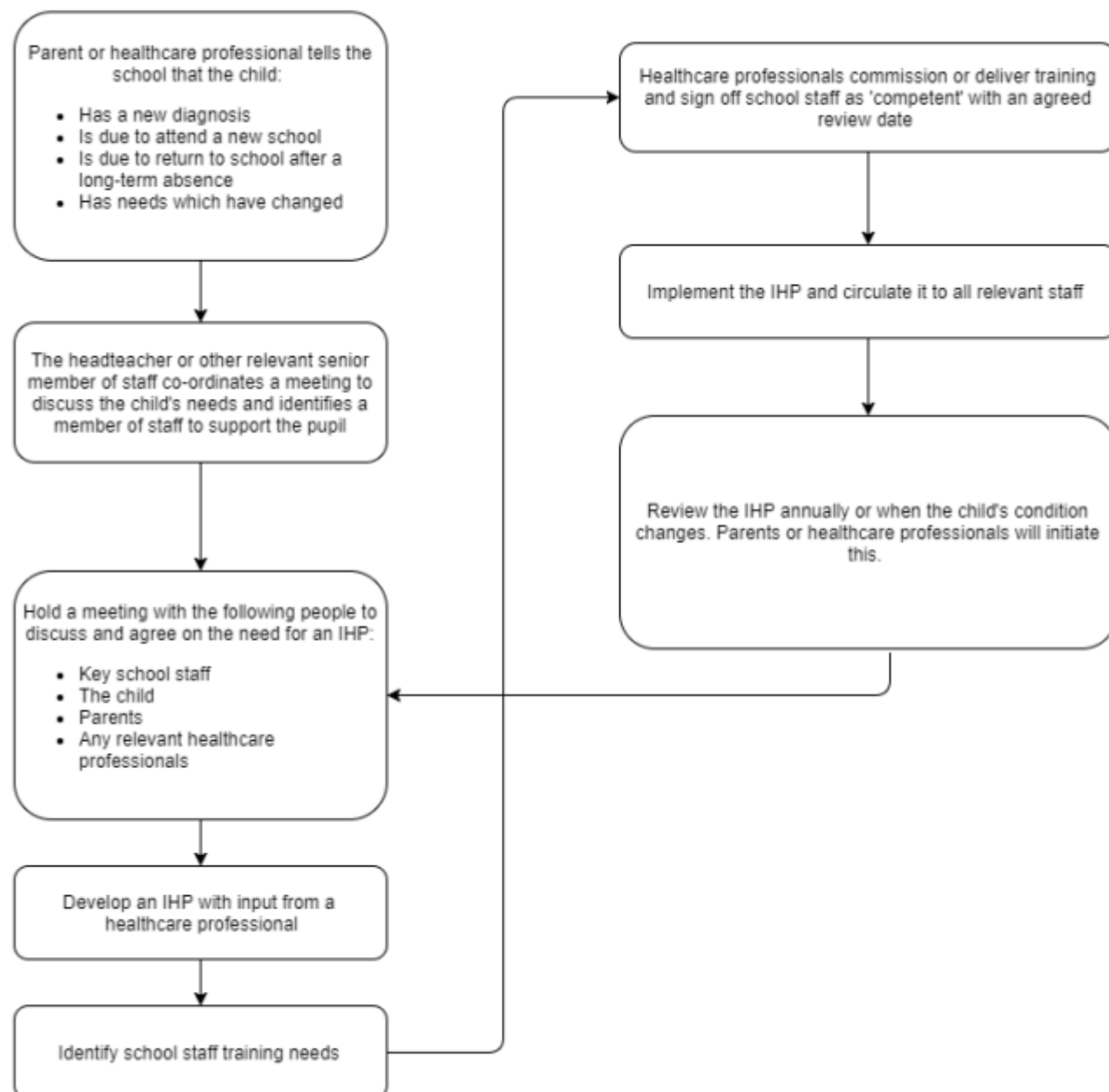
Data Audit for the Supporting Pupils with Medical Conditions Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Pupil medical needs / conditions Short-term & Long-term	Details of need, medication, IHCP	To ensure pupils are effectively supported whilst at school	Staff	IHCP stored electronically for individual pupils	Held on File throughout a child's time at school Key data is passed onto a new School when moving on Some data is archived until the child is 25 (e.g. SEND pupil)

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
	✓	

This policy will be reviewed every three years or sooner if legislation / school assessment systems change.

Appendix 1: Being notified a child has a medical condition



Appendix 2: Procedures for children who are sick or infectious

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/public-health-exclusion-periods-in-children-and-young-peoples-settings>

Infection	Exclusion from school
Athlete's foot	None
Chicken pox	Five days from onset of rash and all the lesions have crusted over
Cold sores (herpes simplex)	None
Conjunctivitis	None
COVID 19 (positive test result)	Guidance of a 3-day isolation period with additional days if needed and/or until feeling well and NO high temperature.
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms i.e. after last bout of vomiting
Diphtheria	Exclusion is essential. Always consult with your local Health Protection Team (HPT)
Flu (influenza)	Until recovered
Glandular fever	None
Hand foot and mouth	None
Head lice	Return following lice treatment
Hepatitis A	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)
Hepatitis B, C, HIV	None
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment
Measles	Four days from onset of rash and recovered
Meningococcal meningitis/ septicaemia	Until recovered
Meningitis due to other bacteria	Until recovered
Meningitis viral	None
MRSA	None
Mumps	Five days after onset of swelling
Ringworm	Not usually required.
Rubella (German measles)	Five days from onset of rash
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed
Scabies	Can return after first treatment
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)
Threadworms	None
Tonsillitis	None
Tuberculosis (TB)	School will consult local HPT BEFORE disseminating information to staff/parents/carers
Warts and verrucae	None (sock required for swimming lessons)
Whooping cough (pertussis)	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics

Appendix 3: IHCP Sample



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INDIVIDUAL HEALTH & CARE PLAN (IHCP)

Name of child:	Year group:	D.O.B
Medical diagnosis / condition:	Date of IHCP:	Date due to review:
GP details:		Clinic / Hospital / Specialist details:
Named support person(s) at school:		

Describe the medical needs / details of the condition (child's symptoms, triggers, signs, environmental issues etc.)

Medication required (dose, method of administration, frequency, side effects, administered by/self-administered, with/without supervision, use of any equipment)

If the child has a flow chart / specific process / typical day summary, reference here and attach

Daily care requirements

Adaptations for a school trip

Any specific support for pupil's educational, social and emotional needs

Emergency actions (describe what constitutes an emergency for this condition / need)

Emergency Contact(s)

Staff training requirements (include dates / renewal etc.)

Who will receive a copy of this plan?

Signed SLT

date

Signed allocated adult(s) within school

date

Signed parent / carer

date

Please attach any associated documents e.g. pupil flow chart, specialist reports