



Supporting Pupils with Medical Conditions Policy

Approval and Review

Approved by	Governing Board
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Policy Owner	Headteacher
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1. Statement of Intent

Bentham Community Primary School, including its Governor-led Nursery Provision, is committed to ensuring that all pupils and nursery children with medical conditions receive the care and support they need to participate fully in school life.

Bentham Community Primary School is committed to ensuring that all pupils with medical conditions receive the care and support they need to enable them to participate fully in school life. We recognise that pupils with medical conditions should have the same opportunities as their peers, including access to learning, educational visits, sporting activities and wider school experiences.

We will work in partnership with parents, healthcare professionals, North Yorkshire Council and other agencies to ensure that appropriate support is provided while maintaining each pupil's dignity, safety and wellbeing.

Some medical conditions may also constitute a disability under the Equality Act 2010. In these cases, the school will make reasonable adjustments to ensure pupils are not disadvantaged.

2. Aims

This policy aims to ensure that:

- pupils with medical conditions are properly supported to achieve their full educational potential;
- staff understand their responsibilities in supporting pupils with medical needs;
- pupils with medical conditions are able to participate safely in all aspects of school life;
- appropriate arrangements are in place for administering medication and responding to emergencies;
- Individual Healthcare Plans (IHCPs) are developed where required;
- parents have confidence that their child's medical needs will be managed safely and appropriately.

The Governing Board will ensure that:

- sufficient staff receive appropriate training;
- suitable cover arrangements exist for trained staff;
- Individual Healthcare Plans are implemented and reviewed regularly;
- staff understand their responsibilities;
- this policy is monitored and reviewed annually.

The school will always seek to promote inclusion whilst balancing the safety and wellbeing of individual pupils and others.

3. Legislation and Statutory Responsibilities

This policy has been developed in accordance with:

- Section 100 of the Children and Families Act 2014
- Equality Act 2010
- Special Educational Needs and Disability (SEND) Code of Practice
- Department for Education statutory guidance *Supporting Pupils at School with Medical Conditions*
- North Yorkshire Council guidance on supporting pupils with medical conditions
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

The Governing Board has a statutory duty to make arrangements for supporting pupils with medical conditions and ensuring that appropriate procedures are in place.

4. Planning Ahead

Bentham Community Primary School recognises that effective planning ensures pupils with medical conditions receive appropriate support from the first day they attend school.

The school will:

- identify pupils with medical conditions as early as possible;
- liaise with parents and relevant healthcare professionals before admission where appropriate;
- ensure suitable storage facilities are available for medication;
- maintain accurate medical records;
- ensure emergency medication is readily accessible;
- provide appropriate welfare and toileting facilities;
- identify suitable locations for medical procedures where privacy can be maintained;
- ensure policies promote inclusion and equality;
- appoint a named member of staff to oversee medical needs;
- ensure contingency arrangements exist should trained staff be absent.
- ensure appropriate medical arrangements are in place for children attending the Governor-led Nursery Provision, recognising the needs of younger children and working closely with parents and health professionals before admission.

Planning will also consider transition arrangements between classes, key stages and schools.

5. Roles and Responsibilities

5.1 Governing Board

The Governing Board has overall responsibility for ensuring arrangements are in place to support pupils with medical conditions.

Governors will:

- approve and review this policy annually;
 - ensure sufficient staffing and training arrangements are in place;
 - ensure appropriate insurance arrangements exist;
 - monitor implementation of the policy;
 - receive assurance that statutory duties are being met.
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5.2 Headteacher

The Headteacher has overall responsibility for implementing this policy and ensuring that appropriate systems are in place throughout the school.

The Headteacher will:

- promote an inclusive ethos for pupils with medical conditions;
- ensure this policy reflects current legislation and local authority guidance;
- appoint a Medical Needs Lead (normally the SENDCo);
- ensure Individual Healthcare Plans are developed, implemented and reviewed;
- maintain effective communication with parents, governors, healthcare professionals and North Yorkshire Council;
- ensure staff understand their responsibilities;
- ensure sufficient trained staff are available at all times;
- maintain appropriate confidentiality regarding pupils' medical information;
- monitor attendance where medical conditions affect school attendance;
- ensure educational provision is considered where pupils experience prolonged absence;
- ensure medication is stored safely and expiry dates are monitored;
- ensure appropriate records are maintained;
- ensure staff receive appropriate training and refresher training;
- ensure appropriate arrangements are made during emergencies and educational visits.

Overall responsibility remains with the Headteacher even where operational tasks are delegated.

5.3 SENDCo (Medical Needs Lead)

The SENDCo acts as the school's Medical Needs Lead and will:

- coordinate Individual Healthcare Plans;
 - maintain the school medical register;
 - liaise with parents and healthcare professionals;
 - identify pupils requiring additional educational support;
 - coordinate staff training;
 - support teachers in making reasonable adjustments;
 - ensure links between IHCPs, SEND Support Plans and EHCPs where appropriate;
 - monitor the effectiveness of medical provision across school.
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5.4 School Staff

Supporting pupils with medical conditions is a shared responsibility across the school.

Any member of staff may volunteer to support pupils with medical needs following appropriate training and competency assessment.

All staff will:

- be familiar with this policy;
 - know which pupils they work with have medical conditions;
 - understand emergency procedures;
 - ensure pupils have prompt access to emergency medication;
 - communicate appropriately with parents where medical concerns arise;
 - support pupils to participate fully in school life;
 - remain alert to bullying or emotional wellbeing concerns relating to medical conditions;
 - maintain confidentiality whilst ensuring relevant staff receive necessary information;
 - attend training relevant to their role.
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5.5 Teaching Staff

Teaching staff play a key role in supporting pupils with medical conditions.

Teachers will:

- take account of medical needs when planning lessons;
- make reasonable adjustments where necessary;
- support pupils to catch up following medical absence;
- liaise with parents, the SENDCo and healthcare professionals where concerns arise;
- ensure appropriate arrangements are made during educational visits and sporting activities;
- contribute to the review of Individual Healthcare Plans where appropriate.

Where pupils receive support from the Medical Education Service (MES), teachers will work collaboratively to provide planning, resources and assessment information to ensure continuity of learning.

6. Equal Opportunities

Bentham Community Primary School is committed to ensuring that pupils with medical conditions are treated fairly and are able to participate fully in all aspects of school life.

No pupil will be denied access to education, educational visits, sporting activities or extracurricular opportunities solely because of a medical condition unless this is supported by appropriate medical advice or an individual risk assessment.

Where appropriate, reasonable adjustments will be made in accordance with the Equality Act 2010 to ensure pupils are not placed at a substantial disadvantage.

Risk assessments will be undertaken, where necessary, in consultation with parents, healthcare professionals and the pupil to enable safe participation.

7. Notification of a Medical Condition

Information regarding a pupil's medical condition may be received from:

- parents or carers;
- healthcare professionals;
- school admissions documentation;
- previous schools;
- the Local Authority.

On receipt of this information, the Headteacher or Medical Needs Lead will:

- meet with parents where appropriate;
- obtain relevant medical advice;
- determine whether an Individual Healthcare Plan (IHCP) is required;
- identify any medication or healthcare procedures;
- identify staff training requirements;
- agree emergency procedures;
- ensure relevant staff receive appropriate information;
- obtain written parental consent for administration of medication where required.

Where possible, arrangements will be in place before the pupil starts school or within two weeks of notification.

8. Individual Healthcare Plans (IHCPs)

An Individual Healthcare Plan will be developed where a pupil's medical condition requires ongoing support during the school day.

Not every pupil with a medical condition will require an IHCP. The need for one will be determined in partnership with parents and healthcare professionals.

IHCPs will normally include:

- details of the medical condition;
- signs, symptoms and known triggers;
- medication requirements;
- daily management arrangements;
- emergency procedures;

- dietary or environmental considerations;
- educational, emotional or social support required;
- arrangements for school visits and residential trips;
- named members of staff responsible for providing support;
- training requirements;
- review dates.

Plans will be reviewed:

- annually;
- whenever the pupil's medical needs change;
- following significant medical incidents;
- when moving to a new key stage or school.

Parents and, where appropriate, pupils will be fully involved in developing and reviewing the plan.

Where a pupil also has an Education, Health and Care Plan (EHCP), the IHCP will complement and support the wider statutory plan.

9. Managing Medication

9.1 General Principles

Wherever possible, medicines should be administered by parents outside the school day.

However, the school recognises that some pupils require medication during school hours in order to remain healthy and access education safely.

Medication will only be administered when:

- it is essential for the pupil's health or wellbeing;
- written parental consent has been received;
- the medicine is in its original labelled container (unless it is an insulin pen or pump);
- dosage instructions are clear;
- the medication is in date.

The school will not routinely administer short-term medication, such as antibiotics, unless this is essential and cannot reasonably be given outside school hours.

9.2 Prescribed Medication

Prescribed medication may be administered by trained members of staff following written parental consent.

Records will be maintained for every dose administered.

9.3 Non-Prescribed Medication

The school will only administer non-prescribed medication in exceptional circumstances where:

- it is essential for the pupil's health;
- written parental consent has been provided;
- the Headteacher agrees it is appropriate.

Examples include:

- prescribed pain management plans recommended by healthcare professionals;
- temporary use of inhalers following hospital treatment while awaiting further assessment.

The school will **not** routinely keep stocks of medicines such as paracetamol or ibuprofen.

The school maintains emergency asthma inhalers and emergency adrenaline auto-injectors in accordance with Department for Education guidance.

9.4 Self-Administration

Where appropriate, pupils will be encouraged to carry and administer their own medication.

This decision will be made jointly by:

- parents;
- healthcare professionals;
- the Headteacher or Medical Needs Lead.

Pupils carrying emergency medication must have immediate access to it throughout the school day, including during PE, educational visits and off-site activities.

9.5 Storage of Medication

Medication will be stored securely while remaining readily accessible when required.

Emergency medication such as inhalers and adrenaline auto-injectors will never be locked away or inaccessible during the school day.

Controlled drugs will be stored securely in accordance with legal requirements.

Medication requiring refrigeration will be stored safely in a designated medical refrigerator.

Medication expiry dates will be checked **termly**, and parents will be informed when replacement medication is required.

9.6 Disposal of Medication

Parents remain responsible for collecting expired or unused medication.

Where medication is not collected within a reasonable period, the school will arrange safe disposal through a local pharmacy.

A record will be maintained of medication disposal.

10. Educational Visits and Residential Visits

Pupils with medical conditions will be fully included in educational visits wherever it is safe and appropriate to do so.

Visit leaders will ensure that:

- Individual Healthcare Plans are reviewed before the visit;
- medication accompanies the pupil at all times;
- staff understand emergency procedures;
- appropriate risk assessments are completed;
- healthcare equipment is available where necessary.

Parents may be consulted during planning but will not normally be expected to accompany visits solely because their child has a medical condition.

11. Unacceptable Practice

The school will not:

- prevent pupils from accessing emergency medication;
- assume all pupils with the same condition require identical treatment;
- ignore medical advice or Individual Healthcare Plans;
- unnecessarily exclude pupils from activities;
- prevent pupils from eating, drinking or accessing toilet facilities where medically required;
- send pupils with medical conditions home unnecessarily;
- require parents to attend school to administer medication that staff have agreed to provide;
- make participation in trips or activities conditional upon parental attendance;
- penalise attendance where absence relates to a genuine medical condition or hospital appointment.

Staff will always seek to promote inclusion while maintaining the safety of all pupils.

12. Parents and Carers

Parents and carers are expected to:

- notify the school of any medical condition or changes to existing conditions;
- provide up-to-date medical information;
- complete all required consent forms;
- supply medication in its original packaging and within its expiry date;
- replace medication before expiry;
- ensure emergency contact details remain current;
- attend review meetings where appropriate;
- participate in the development and review of Individual Healthcare Plans;
- inform the school immediately if medication or treatment changes.

Where parents fail to provide essential information or medication, the school may be unable to safely support certain aspects of the pupil's medical needs.

13. Responsibilities of Pupils

Where age and understanding allow, pupils are encouraged to take increasing responsibility for managing their own medical condition.

Pupils should:

- understand their medical condition where appropriate;

- know how to access their medication;
- inform an adult immediately if they feel unwell;
- respect medication belonging to themselves and others;
- follow the arrangements agreed within their Individual Healthcare Plan;
- contribute to discussions about their support.

The school recognises that independence develops gradually and expectations will always be age and ability appropriate.

14. Emergency Procedures

Bentham Community Primary School recognises that some medical conditions can deteriorate rapidly and require an immediate emergency response.

All staff are expected to act promptly and confidently where a pupil requires urgent medical assistance.

The school will ensure:

- all staff know how to summon assistance quickly;
- emergency contact numbers are readily available;
- staff are familiar with pupils' Individual Healthcare Plans (IHCPs);
- emergency medication is immediately accessible;
- appropriate first aid equipment is maintained.

Where a pupil's IHCP identifies a specific emergency procedure, staff will follow that plan.

If emergency medical treatment is required:

1. A trained member of staff will provide immediate assistance.
2. Emergency medication will be administered where appropriate.
3. An ambulance will be called (999) without delay if required.
4. Parents or carers will be contacted as soon as practicable.
5. A member of staff will accompany the pupil to hospital if parents are not present and will remain with the pupil until a parent or carer arrives.

Staff will not normally transport pupils to hospital in private vehicles unless there are exceptional circumstances and no reasonable alternative.

Following any medical emergency, the school will review the incident and amend procedures or Individual Healthcare Plans where necessary.

15. Staff Training

The school recognises that appropriately trained staff are essential to ensuring pupils receive safe and effective support.

All staff will receive regular awareness training on:

- this policy;
- emergency procedures;
- recognising serious medical conditions;
- safeguarding responsibilities linked to medical needs.

Where pupils require specific medical procedures, identified staff will receive training from an appropriately qualified healthcare professional before undertaking those responsibilities.

Training may include:

- asthma management;
- anaphylaxis;
- epilepsy;
- diabetes;
- administration of prescribed medication;
- use of adrenaline auto-injectors (AAIs);
- use of emergency salbutamol inhalers;
- other condition-specific procedures.

Training records will be maintained by the SENDCo and reviewed annually.

Refresher training will take place:

- when guidance changes;
- when a pupil's medical needs change;
- following any significant incident;
- at least every **two years** for whole-school awareness.

Staff who do not feel confident to undertake a medical procedure must inform the Headteacher immediately so that alternative arrangements can be made.

16. Record Keeping

The school will maintain accurate and confidential records relating to pupils with medical conditions.

Records include:

- Individual Healthcare Plans;
- parental consent forms;
- medication administration records;
- staff training records;
- the school's Medical Needs Register;
- incident records where appropriate.

Records will:

- comply with UK GDPR;
- be securely stored;
- only be accessed by staff who require the information to support pupils;
- be retained in accordance with North Yorkshire Council retention schedules.

Medication administration records will be completed immediately after medication has been administered.

17. Asthma

Bentham Community Primary School recognises that asthma is one of the most common long-term medical conditions affecting children.

The school will:

- encourage pupils to carry their own inhalers where appropriate;
- maintain an emergency salbutamol inhaler in accordance with Department for Education guidance;
- keep an up-to-date register of pupils authorised to use the emergency inhaler;
- ensure emergency inhalers are checked regularly and replaced before expiry;
- ensure staff understand the signs and symptoms of an asthma attack.

Parents remain responsible for ensuring pupils have an in-date prescribed inhaler available in school.

18. Allergy, Anaphylaxis and Adrenaline Auto-Injectors (AAIs)

The school has an Allergy and Anaphylaxis Policy (see policy for more information on this) taking into account new government expectation from September 2026. The school maintains emergency adrenaline auto-injectors in accordance with current Department for Education guidance.

These may be used in an emergency where:

- parental consent has been obtained;
- the pupil has been diagnosed as being at risk of anaphylaxis;
- the pupil's own device is unavailable or unusable.

All relevant staff will receive training in recognising anaphylaxis and administering adrenaline safely.

19. Defibrillator

The school has an Automated External Defibrillator (AED) located on the school site.

The AED:

- is checked **termly**;
- is maintained in accordance with the manufacturer's guidance;
- is included within the school's first aid arrangements.

Staff understand that emergency services will provide instructions regarding use where required.

20. Data Protection and Confidentiality

Medical information is classified as **special category personal data**.

The school will ensure that:

- only staff who require medical information receive it;
- information is shared on a need-to-know basis;
- electronic records are password protected;
- paper records are stored securely;
- confidential information is handled in accordance with UK GDPR and the Data Protection Act 2018.

Parents will normally be informed before confidential medical information is shared, unless safeguarding considerations require otherwise.

21. School Environment

The school is committed to maintaining an environment that supports pupils with medical conditions.

Where appropriate, reasonable adjustments may include:

- improved physical access;
- suitable toileting facilities;
- access to drinking water;
- environmental adaptations;
- access to quiet areas for treatment or recovery;
- flexibility around attendance and participation.

These adjustments will be determined according to individual need.

22. Home-to-School Transport

Where a pupil requires medical support during transport, parents remain responsible for notifying the Local Authority's transport provider.

The school will work collaboratively with transport providers where appropriate to support pupils' medical needs.

23. Dignity and Privacy

The school will always respect the dignity, independence and privacy of pupils with medical conditions.

Support will be delivered discreetly and respectfully.

Where intimate care or medical procedures are required, these will be undertaken by appropriately trained staff in suitable facilities while preserving the pupil's dignity.

24. Liability and Insurance

Bentham Community Primary School is covered through the **Department for Education Risk Protection Arrangement (RPA)**.

The Governing Board will ensure that appropriate insurance arrangements remain in place to support staff undertaking agreed medical procedures within the scope of this policy.

Where Individual Healthcare Plans involve specialised healthcare procedures, copies will be shared with North Yorkshire Council's Insurance and Risk Management Team where required under Local Authority procedures.

25. Complaints

Concerns regarding the implementation of this policy should, in the first instance, be raised with the Headteacher.

Where concerns cannot be resolved informally, parents may make a complaint using the school's Complaints Policy.

The Governing Board will consider complaints in accordance with its published complaints procedures.

26. Monitoring and Review

This policy will be:

- reviewed **annually**;
- reviewed earlier where legislation or statutory guidance changes;
- reviewed following any significant medical incident where lessons can be learned.

The Headteacher will monitor implementation throughout the year and report significant issues to the Governing Board.

Nursery Provision

The school recognises that children attending the Governor-led Nursery Provision may require additional support in relation to medical conditions due to their age and stage of development.

Before admission, the school will work closely with parents, health professionals and any relevant early years providers to ensure that appropriate medical information is obtained and Individual Healthcare Plans are in place where required.

Staff working within the nursery will receive appropriate training to meet children's identified medical needs, and arrangements will reflect the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework alongside this policy.

27. Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- SEND Policy
- Allergy and Anaphylaxis Policy (see also FAQ for parents and staff)
- Accessibility Plan
- First Aid Policy
- Educational Visits Policy
- Health and Safety Policy
- Intimate Care Policy
- Attendance Policy
- Complaints Policy
- Data Protection Policy

Appendix 1

Flowchart: Supporting a Pupil with a Medical Condition



