

Medical Conditions Policy 2026-2027

Cecil Gowing Infant and Nursery School



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1. Purpose

The purpose of the Policy for Supporting Pupils at Cecil Gowing Infant School with Medical Conditions is to ensure that:

- **Pupils, staff, and parents understand support procedures:** Everyone involved in a child's care, including supply teachers and external providers, will know how medical needs are supported.
- **Pupils can access full education:** Children with medical conditions can participate fully in lessons, school trips, sporting events, and other activities without unnecessary barriers.

The Governing Board will implement the policy by:

- **Ensuring sufficient trained staff:** Making sure staff are confident and competent to administer medicines and manage medical conditions safely.
- **Sharing relevant information:** Staff will be aware of pupils' conditions in a way that respects confidentiality.
- **Maintaining cover arrangements:** Ensuring that there is always someone available to assist pupils, including during staff absences or off-site activities.
- **Providing information to supply teachers:** Supply or temporary staff will receive clear guidance on relevant pupils and school procedures.
- **Developing and monitoring IHPs:** Individual Healthcare Plans will be regularly reviewed to reflect changes in medical needs or school circumstances.

This policy aligns with **Section 100 of the Children and Families Act 2014** and **DfE guidance Supporting Pupils at School with Medical Conditions (2015)**.

2. Roles & Responsibilities

2.1 The Governing Board

The Governing Board will:

- **Develop, implement, and regularly review the school's medical needs policy:** Ensure that the policy reflects current legislation, best practice guidance, and the specific needs of pupils at Cecil Gowing Infant School. Reviews will consider feedback from staff, parents, and healthcare professionals.
- **Ensure sufficient staff are trained and competent:** Confirm that all staff supporting pupils with medical conditions have received appropriate training, are confident in administering medicines, and understand emergency procedures before taking on responsibilities.
- **Allocate resources to support pupils:** Provide the necessary staffing, equipment, and facilities to enable safe and effective management of medical conditions. This includes ensuring adequate first aid provision, storage for medicines, and access to healthcare advice when needed.

- **Monitor the effectiveness of the policy:** Regularly assess how well the policy is working in practice, including reviewing incidents, IHP implementation, and feedback from the school community. Adjustments will be made as necessary to improve support for pupils with medical conditions.
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2.2 The Headteacher

The Headteacher alongside the SENDCo will:

- **Oversee implementation of the policy:** Ensure that the school's policy for supporting pupils with medical conditions is effectively applied across all areas of the school, and that all staff understand their responsibilities in line with this policy.
- **Ensure sufficient trained staff are available:** Make sure that trained staff are on duty to support pupils' medical needs at all times, including during staff absences, cover periods, and off-site activities such as school trips and sporting events.
- **Develop and maintain Individual Healthcare Plans (IHPs):** Work collaboratively with parents, school staff, and healthcare professionals to create and regularly review IHPs, ensuring they remain accurate, up-to-date, and tailored to each child's specific needs.
- **Ensure staff are appropriately insured:** Confirm that all staff supporting pupils with medical conditions are covered under the school's insurance policy and understand the scope of their coverage when administering medication or providing care.
- **Liase with healthcare professionals:** Seek guidance, advice, or specialist support from relevant healthcare professionals where necessary, including school nurses, GPs, or specialist teams, to ensure pupils receive safe and effective care.
- **Monitor and evaluate procedures:** Regularly assess how the policy and IHPs are working in practice, making adjustments as needed to improve support, safety, and inclusion for all pupils with medical conditions.

2.3 Parents

Parents will:

- **Provide complete and up-to-date information:** Ensure the school has full and accurate details of their child's medical conditions, including triggers, symptoms, medication, and any treatment requirements, so the school can plan and respond appropriately.
- **Participate in the creation and review of Individual Healthcare Plans (IHPs):** Work collaboratively with school staff and healthcare professionals to develop, review, and update IHPs, helping to ensure that plans accurately reflect their child's needs.

- **Provide medicines, equipment, or support promptly:** Supply all necessary medication, medical devices, or equipment in a timely manner and ensure items are in-date, clearly labelled, and ready for use at school.
- **Remain contactable:** Be available during school hours in case of emergencies or urgent medical decisions, so the school can respond quickly and appropriately to their child's needs.
- **Inform the school of changes:** Notify the school of any planned absences, appointments, or changes in their child's health that may affect attendance, participation in lessons, or involvement in school activities.
- **Support safe self-management where appropriate:** Encourage and support their child in learning to manage their condition safely, if applicable, and communicate any relevant guidance to the school.

2.4 Pupils

Pupils with medical conditions will:

- **Provide information about their condition:** Where appropriate, pupils will be encouraged to share how their condition affects them, including symptoms, triggers, or needs, so staff can provide effective support.
- **Contribute to their Individual Healthcare Plan (IHP):** Pupils will take part in discussions and reviews of their IHP to ensure it accurately reflects their needs and enables them to participate safely in school activities.
- **Follow agreed procedures:** Pupils will follow the procedures agreed in their IHP, such as taking medication at the correct times, using medical devices safely, and seeking help promptly if they feel unwell or experience symptoms.
- **Develop self-care skills:** Where appropriate, pupils will be encouraged to manage aspects of their condition themselves, under supervision or guidance from staff, to promote independence and confidence in handling their health needs.
- **Engage safely in school life:** Pupils will participate in lessons, trips, and activities while following their IHP, seeking support when needed to ensure their condition is managed safely without unnecessary restrictions.
- **Communicate openly:** Pupils are encouraged to let staff know about changes in their health or difficulties managing their condition, enabling timely updates to their IHP and ensuring continued safe support.

2.5 School Staff

School staff will:

- **Support pupils with medical conditions when required:** Provide assistance with administering medicines, supporting treatments, or carrying out medical procedures once they have received appropriate training and achieved competence. Staff are not obliged to provide medical support beyond their training but should be aware of the procedures in place.

- **Follow Individual Healthcare Plans (IHPs):** Implement the guidance outlined in each pupil's IHP accurately, including routine care and emergency procedures, ensuring consistency and safety for the child.
- **Recognise and respond to medical emergencies:** Be able to identify the signs and symptoms of conditions such as asthma attacks, seizures, allergic reactions, or other emergencies, and respond promptly following the school's emergency protocols.
- **Respect confidentiality:** Treat pupils' medical information sensitively, sharing details only with those staff members or external professionals who need to know for the child's care and safety.
- **Maintain accurate records:** Record all medicines administered, noting the time, dose, and any side effects or concerns. Report any issues, incidents, or changes in a pupil's condition promptly to the Headteacher or designated first aider.
- **Promote inclusion and understanding:** Support pupils' participation in all aspects of school life, making reasonable adjustments where needed to ensure children with medical conditions can access lessons, activities, and trips safely.
- **Seek guidance when needed:** Consult the Headteacher, first aider, or healthcare professionals if unsure about administering medication or managing a pupil's condition.

2.6 Norfolk HCP Team

The school has access to school nurses and other health practitioners via the Just One Number (0300 300 0123) Single Point of Access: www.justonenorfolk.nhs.uk. The nursing team can:

- **Provide advice and support to staff:** Offer guidance on managing pupils' medical conditions, including routine care, monitoring, and emergency procedures, to ensure children are safe and supported.
- **Assist with IHP development and review:** Collaborate with school staff, parents, and healthcare professionals to create, update, and evaluate Individual Healthcare Plans, ensuring they are accurate and tailored to each pupil's needs.
- **Deliver training and guidance:** Provide staff with practical training or instructional sessions to build confidence in administering medicines, using medical devices, and responding to emergencies.
- **Liase with families and healthcare professionals:** Support communication between the school, parents, and external healthcare providers, ensuring coordinated care and that any changes in the child's medical needs are communicated promptly.
- **Support attendance and wellbeing:** Advise on how health conditions may impact attendance or learning, and help plan interventions or adjustments to support inclusion and participation.

2.7 Other Healthcare Professionals

Other professionals, such as GPs, paediatricians, and specialist nurses, will:

- **Advise on individual pupils' medical care:** Provide guidance for the safe management of specific conditions, including recommendations for medication, emergency procedures, and lifestyle adjustments.
- **Support the creation of IHPs:** Offer expert input into Individual Healthcare Plans to ensure they meet the child's medical needs and provide safe, evidence-based guidance for school staff.
- **Provide staff training or guidance:** Deliver condition-specific training or advice to staff as needed, ensuring that all those supporting the pupil are competent and confident.
- **Help access specialist resources:** Assist the school in obtaining additional support, equipment, or referral to specialist services for children with complex or long-term medical conditions.
- **Coordinate with the school nurse and staff:** Work in partnership with the school nurse, Headteacher, and staff to ensure that the pupil's medical needs are met safely and consistently, and that transitions between home, healthcare, and school settings are smooth.

3. Staff Training & Support

Staff supporting pupils with medical needs will receive:

- **Training specific to each child's condition:** Staff will be trained in the management of individual pupils' medical conditions, including the correct use of medication, medical devices, and procedures. Training will also cover emergency responses and how to act quickly and effectively in urgent situations.
- **Guidance on preventative measures:** Staff will learn strategies to reduce the risk of medical emergencies occurring, including recognizing early warning signs, avoiding known triggers, and maintaining a safe classroom and school environment.
- **Whole-school awareness sessions:** All staff, including non-teaching personnel, will receive general awareness training about the school's medical needs policy, their responsibilities, and how to support pupils inclusively and safely.
- **Access to external training and resources:** Where needed, staff will be directed to accredited external training and guidance for specific medical conditions, such as asthma, anaphylaxis, diabetes, or epilepsy. This ensures staff are equipped with up-to-date knowledge and best practices.
- **Regular updates and refresher sessions:** Training will be reviewed and updated at intervals recommended by training providers, following changes in pupils' conditions, or after any relevant incidents. This ensures staff maintain the skills, confidence, and knowledge needed to support pupils effectively.
- **Support and supervision:** Staff will have access to guidance from the Headteacher, first aider, and healthcare professionals for any questions or concerns about implementing IHPs, administering medication, or managing emergencies.

4. Managing Medicine on School Premises

Medicines will only be administered at school when **not doing so could negatively affect the child's health or attendance**.

- **Consent:** Written parental consent is required for all medicines administered to children under 16. This ensures parents are fully aware of when and how their child is receiving medication and allows the school to act safely in line with parents' wishes.
- **Non-prescription medicines:** Non-prescription medicines will only be given with Headteacher approval and parental consent. In exceptional circumstances, a child may self-administer non-prescription medicine under staff supervision if deemed capable.
- **Aspirin:** Children under 16 will **never receive aspirin unless prescribed by a doctor**, due to health risks.
- **Dosage and timing:** Staff will check the **correct dose, the last administration time, and potential interactions** before giving any medicine. Parents will be informed if any issues arise or if the child experiences side effects.
- **Storage:** Medicines must be **clearly labelled, in-date, and stored safely** to prevent misuse or accidental ingestion. Essential medicines, such as inhalers, adrenaline auto-injectors, and insulin, must be **readily accessible** in the classroom or on trips, with children and staff aware of storage locations.
- **Disposal:** Medicines that are no longer required will be **returned to parents for safe disposal**. Sharps or other medical waste will be disposed of in appropriate containers to comply with safety and hygiene regulations.
- **Record keeping:** A record will be maintained for every dose administered, noting the child's name, the medication, dosage, date, time, administering staff, and any observed effects. This ensures accountability and helps staff monitor treatment effectiveness.
- **Review and communication:** Staff will liaise with parents and healthcare professionals if a child's medicine plan changes, including dosage adjustments or new prescriptions, to ensure the school's procedures remain safe and effective.

4.1 Controlled Drugs

- **Pupil possession:** Pupils may carry their prescribed controlled drugs if competent but must never pass them to other children. Staff will assess and supervise self-administration as needed.
- **Secure storage:** All other controlled drugs are stored in a locked cupboard accessible only to authorised staff, such as the Headteacher and designated first aider. Storage ensures quick access in emergencies while maintaining safety.
- **Administration and monitoring:** Staff must follow prescriber instructions exactly. Records of each dose, including time, date, and administering staff, will be maintained. Total quantities held will also be tracked.
- **Emergency access:** Controlled drugs must be easily accessible in emergencies, including off-site activities, with staff aware of their location.

- **Review:** Storage, access, and administration procedures will be regularly reviewed, and any issues addressed promptly with parents and healthcare professionals.

5. Record Keeping

- **Comprehensive documentation:** Written records will be maintained for all medicines administered to pupils, including any refusals, errors, or observed side effects. This ensures accountability, supports safe practice, and provides an accurate history of medical care provided at school.
- **Detailed information:** Records will include the child's name, date, time, type of medication, dosage administered, the name of the staff member administering it, and any relevant notes, such as observed reactions or changes in the child's condition.
- **Monitoring and review:** These records will be regularly reviewed by the Headteacher or designated first aider to identify patterns, ensure correct procedures are followed, and update Individual Healthcare Plans if needed.
- **Confidentiality and storage:** All records will be stored securely in line with data protection regulations. Access will be limited to staff who require the information to provide safe care, and sensitive details will not be disclosed unnecessarily.
- **Communication with parents and professionals:** Parents will be informed of medicines administered and any relevant observations. Where necessary, records may also be shared with healthcare professionals to support continuity of care.

6. Individual Healthcare Plans (IHPs)

IHPs will:

- **Be developed for pupils with medical conditions:** Created in partnership with parents, healthcare professionals, and school staff. The Headteacher oversees the process, with delegated responsibility to the designated first aider.
- **Be reviewed regularly:** At least annually, or sooner if the child's condition or treatment changes, ensuring the plan remains accurate.
- **Include:**
 - **Medical condition, triggers, symptoms, and treatment:** Key details to ensure staff can recognise and manage the condition.
 - **Daily management and emergency procedures:** Steps for routine care and handling emergencies.
 - **Medicines, equipment, and dietary or environmental considerations:** Storage, administration, and any special requirements.

- **Educational, social, and emotional support:** Adjustments to learning, inclusion, and wellbeing support.
- **Staff roles, responsibilities, and training:** Who provides support, required training, and cover arrangements.
- **Communication with parents and professionals:** How updates and guidance are shared.
- **School trips and off-site activities:** Risk assessments and arrangements to ensure safe participation.
- **Contingency plans:** Instructions for unexpected events or emergencies.
- **Additional considerations:** Self-management, activity restrictions, confidentiality, and links to EHC plans where appropriate.

7. Emergency Procedures

- **Staff awareness:** All staff must be familiar with the emergency procedures for medical conditions, including those that may occur off-site during school trips, sporting events, or other activities. Regular training and updates will ensure staff can respond confidently.
- **Accessibility of emergency medication:** Essential emergency medication, such as inhalers, adrenaline auto-injectors, or glucose tablets, must always be readily accessible to the child, including during lessons, breaks, or off-site activities.
- **Supervision during emergencies:** In the event of a medical emergency, staff will stay with the child at all times until a parent, guardian, or responsible adult arrives, or until emergency services take over care.
- **Emergency contact information:** Up-to-date emergency contact details, healthcare information, and guidance for managing medical conditions will be clearly displayed and easily accessible to staff in classrooms, the office, and on trips.
- **Coordination with services:** The school will ensure local emergency services are informed of any relevant access requirements and that staff can provide accurate information to support rapid response.

8. Equal Opportunities

- **Full participation:** Pupils with medical conditions will have full access to education, including lessons, school trips, extra-curricular activities, and sports, ensuring they are not unfairly excluded.
- **Reasonable adjustments:** The school will make any necessary adjustments, including risk assessments, modified activities, or additional support, to enable safe participation for all pupils with medical conditions.
- **Equality compliance:** The school actively complies with the **Equality Act 2010**, working to prevent discrimination and promote inclusion for pupils with medical needs.

- **Consultation and planning:** Pupils, parents, and healthcare professionals will be consulted when planning activities or adjustments to ensure the child's medical needs are safely accommodated without limiting educational opportunities.

9. Unacceptable Practice

Although staff are encouraged to use professional discretion and follow each child's Individual Healthcare Plan (IHP), it is **not acceptable practice** to:

- Prevent children from easily accessing their inhalers, adrenaline auto-injectors, or other essential medication and administering them when necessary.
- Assume that all children with the same medical condition require the same treatment or support. Each child's needs are individual and should be considered accordingly.
- Ignore the views of the child, their parents, or medical advice, even if it conflicts with school routine or convenience.
- Send children home frequently or prevent them from participating in normal school activities, including lunch, unless specified in their IHP.
- Send a child to the school office or medical room unaccompanied or with someone unsuitable if they become unwell.
- Penalise children for attendance issues related to their medical condition, such as hospital appointments, treatment, or unavoidable absences.
- Prevent pupils from eating, drinking, or taking toilet breaks when required to manage their medical condition effectively.
- Require parents to attend school to administer medication or provide medical support, including for toileting or intimate care issues, unless absolutely necessary.
- Create unnecessary barriers that prevent children from participating fully in any aspect of school life, including school trips, visits, or extra-curricular activities.
- Ignore the risk assessments or arrangements needed to include pupils safely in physical education, off-site trips, or sporting activities.
- Fail to supervise pupils who are self-administering medication or using medical devices, if appropriate supervision is required for safety.
- Ignore storage, disposal, or monitoring requirements for medicines, including controlled drugs and sharps.
- Fail to act promptly if a child experiences a medical emergency, administers the wrong dose, or shows signs of a reaction.
- Assume that children are able to communicate all their medical needs independently; staff must remain vigilant and responsive to individual needs.
- Exclude pupils from classroom activities or school events solely on the basis of their medical condition without evidence or guidance from healthcare professionals.

10. Attendance

- **Parental responsibility:** Parents should inform the school of any medical appointments, treatments, or predicted absences, including hospital visits, therapy, or planned procedures.
- **Recording and monitoring:** The school will record absences accurately, noting those related to medical conditions, and monitor patterns to ensure the child is not disadvantaged academically or socially.
- **Prolonged absences:** If absences are extended or frequent, the school will consult healthcare professionals, such as the school nurse, for advice and support.
- **Support for long-term absence:** For absences exceeding 15 days, the Norfolk Medical Needs Service (or relevant local authority service) will be consulted to provide tailored educational support, such as home learning, phased return, or catch-up sessions.
- **Reintegration:** The school will support children returning after absence with a structured plan to address learning gaps and social reintegration.
- **Collaboration:** Parents, healthcare professionals, and school staff will work together to ensure absence due to medical needs is managed effectively while maintaining access to education.
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11. Liability & Indemnity

- The Governing Board ensures adequate insurance covering staff administering medical support.
- Academies must confirm insurance coverage or participate in the DfE Risk Protection Arrangement (RPA).

12. Complaints

- Complaints regarding support for pupils with medical conditions should follow the school's complaints policy.
- Issues will be investigated promptly, and feedback provided to parents and staff.