THAMES FEDERATION
HIGH EXPECTATIONS | ENRICHMENT | EXCELLENCE

Supporting Pupils with Medical Conditions

Reviewed by:	**DSL & Executive Head Teacher**
Approved by:	**Curriculum Committee |Governing Board**
Date of Approval:	**30th April 2026 | 9th July 2026**
Date of Next Review:	**May 2027**

1. Aims

This policy aims to ensure that:

Pupils, staff and parents understand how pupils at The Thames Federation are supported with medical conditions.

Pupils with medical conditions are supported to allow them to access the same education as other pupils, including school trips and sporting activities.

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the children with medical needs in their class
- Developing and monitoring individual healthcare plans (IHPs)

2. 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 Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Executive Head Teacher

The Executive Head Teacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations

- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person.

Staff supporting pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

All members 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.

Teachers will consider 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.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and annual review of their child's IHP (**Individual Healthcare Plan**) with the school nurse /or school medical officer.
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide the school with in date medicines and equipment.

3.5 Pupils

Pupils with medical conditions (age appropriate) 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 IHPs. They are also expected to comply with their IHPs.

3.6 School nurses / Health Visitors 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.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition.

4. Equal opportunities

All staff at The Thames Federation are 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.

Staff 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 (when needed) 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 and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school or Nursery is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an Individual Healthcare Plan.

Staff 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.

See Appendix 1.

6. Individual Healthcare Plans (IHP's)

The inclusion manager and medical officer have overall responsibility for the development of IHPs **collaboratively with parents, healthcare professionals and pupils** where appropriate. The role of medical officer has been delegated to an experienced Key Stage 2 first Aider at Melcombe, and to the designated first aiders at Bayonne and James Lee Nursery.

Pupil's medical Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's medical 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 IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the executive Head Teacher will make the final decision.

If necessary, plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or pediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The medical liaisons will have the responsibility for developing IHPs, and will consider the following when deciding what information to record on IHPs:

- 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 or 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 in the school needs to be aware of the pupil's condition and the support required?
- Arrangements for written permission from parents and the head of school 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/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

6.1 **Asthma**

As a school, we recognise that asthma is a serious, but a controllable condition. The school welcomes all children with asthma and aims to support these children in participating fully in everyday school life.

- All staff will receive yearly training on managing asthma by the school nurse.
- Melcombe is now registered as an asthma friendly school.
- Melcombe has a named asthma champion who is also the school's medical officer who is responsible for the pupils asthma care.
- There is a school asthma register in place which is updated regularly.
- Class teachers will be aware of pupils with asthma in their class., and will ensure inhalers are taken on all school trips.
- All asthmatic children have an individual healthcare plan (IHCP)

- The school now has a set of 2 generic emergency inhalers in the unlikely event a child does not have their medication available in school or it is out of date.
- School staff and pupils with asthma know where inhalers and spacers are kept – they are accessible at all times.
- Usage of reliever medication must be recorded, parents informed and school nurse made aware if reliever inhaler used more than three times in a week.
- In an acute attack the inhaler will be brought to the pupil. An ambulance will be called if symptoms are not abating with reliever medication

6.2 **Anaphylaxis**

Melcombe School recognises the increasing incidence of allergies in the UK and that 20% of severe allergic reactions to food happen whilst a child is at school.

- All pupils diagnosed with anaphylaxis have an IHP
- Adrenaline auto injector medications are stored safely in the classroom where they are immediately accessible.
- All staff receive yearly training from a registered nurse to include a practical session on using AAIs, knowing the common allergens and triggers of allergy, spotting the signs and symptoms of an allergic reaction and anaphylaxis, early recognition of symptoms, knowing when to call for emergency services, administering emergency treatment in the event of anaphylaxis and measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance
- An ambulance will always be called if emergency Auto injector medication has been administered.
- The school has a generic emergency auto injector for both children and adults. It ids kept in the school office so it is accessible at all times

6.3 **Epilepsy**

Melcombe School will ensure that all pupils who have epilepsy achieve their full potential and are fully included in school life and are not isolated or stigmatised. They will be supported to take part in all activities and attend all trips including day and residential.

- Annual medical training with the school nurse will ensure all staff are epilepsy aware and know what to do if a pupil has a seizure.
- All pupils diagnosed with Epilepsy will have an IHP detailing how their epilepsy and medication affect their concentration and ability to learn.
- School will keep a list of pupils who have epilepsy, recording any changes in behaviour including levels of attainment as these could be due to the pupil's epilepsy or medication
- School will make necessary adjustments e.g. test /exam times and homework deadlines
- School will liaise fully with parents and health professionals.

6.4 **Diabetes**

Melcombe will ensure that all pupils who have diabetes achieve their full potential.

- Annual medical training with the school nurse will ensure all staff are aware of the dangers of hypo and hyperglycemia.
- Pupils with diabetes will have an individual comprehensive care plan in school which will be devised by the specialist diabetes team.
- School will maintain strong link between the school, specialist diabetes nursing team, parents, teaching staff, first aiders and school nurse
- All staff with direct contact with diabetic pupils will be trained by specialist clinicians.

7. Managing Medicines

Prescription and non-prescription medicines will only be administered at school when it would be detrimental to the pupil's health or school attendance not to do so.

- Parents must sign a parental agreement to administer medicine.
- Staff giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken.
- A medication slip must be completed every time a child is given any medication at school. Details on the slip show: child's name, Year / class, time & date of administration, dosage given and the adults name.
- Parents will always be informed before medication is given to their child.
- Parents will be requested to take their child to the GP if medication e.g. painkillers have been administered for 3 consecutive days at school.
- Pupils will not be given medicine containing aspirin unless prescribed by a doctor.

The school will only accept prescribed medicines that are:

- In-date
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Staff at The Thames Federation will only accept insulin that is inside an insulin pen or pump rather than its original container.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required or have expired.

7.1 Controlled medication

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

Use of controlled drugs in primary schools is exceptionally rare. Any controlled medication would however be kept in a secure cupboard in the school office and only named staff to have access.

7.2 Pupils managing their own needs

Pupils who are competent may be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating, or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs

8. Emergency procedures

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

9. 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 IHPs. 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 executive Head Teacher. 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 IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal 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 they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

For easy accessibility, pupils IHPs are kept in the staff rooms of all settings; in clear labeled folders in full view of all staff.

11. 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.

The Service Provider of the school's insurance policy is the Tri-borough Insurance Service.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Head of School, for James Lee and Bayonne Nurseries, or the Inclusion Manager for Melcombe School. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

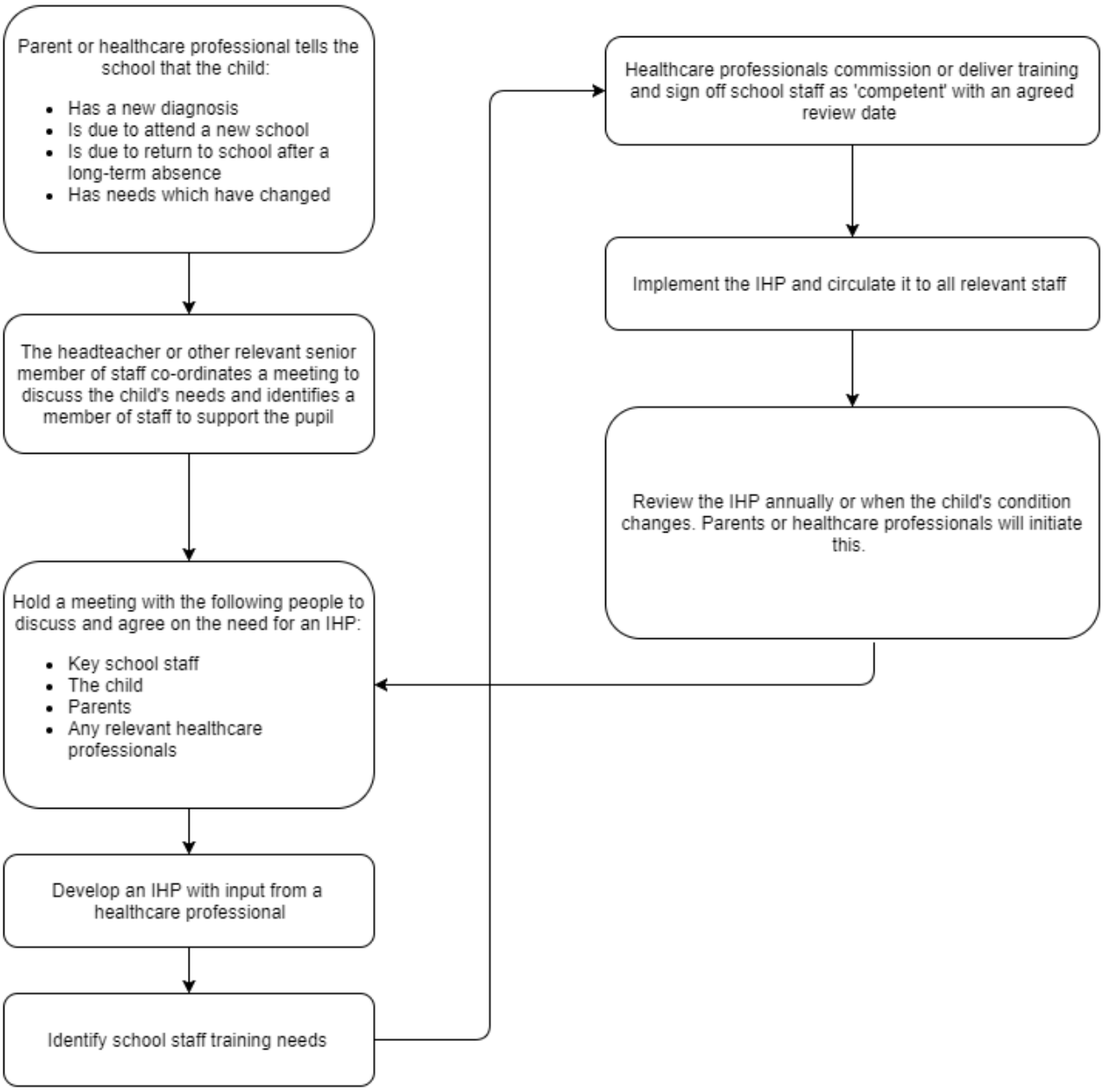
This policy will be reviewed and approved by the governing board every two years.

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 needs information report and policy

Appendix 1: Being notified a child has a medical condition



Reviewed by: DSL & Executive Head Teacher
Approved by: Curriculum Committee |Governing Board
Date of Approval: 30th April 2026 | 9th July 2026
Date of Next Review: May 2027