

THE CAMBRIDGE PRIMARY SCHOOL

Supporting Children with Medical Needs Policy



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Date of Next Review:	November 2026

The Cambridge Primary School
Queens Avenue, Wellesley
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Supporting Children with Medical Needs Policy

The Cambridge wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All children should be able to attend school regularly and, neither their medical condition nor the medicine they need to take, should act as a barrier to their learning. They should be able to play a full and active role in school life.

Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions.
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips, extra-curricular activities and sporting activities.

The school will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of a pupil's condition, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions.
- Developing and monitoring Individual Healthcare Plans (IHPs)

The Headteacher will have overall responsibility for the policy.

Definitions of medical conditions

Pupils' medical needs may be broadly summarised as being of two types:

- Short-term affecting their participation at school because they are on a course of medication.
- Long-term potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that their child feels safe.

This policy has been developed in line with Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

The Children and Families Act 2014, section 100 places a duty on Local Advisory Committees and proprietors of academies to make arrangements for supporting pupils at their school with medical conditions.

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Some children with medical conditions may be considered disabled. Where this is the case, Local Advisory Committees must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEN policy / SEN Information Report and the individual healthcare plan will become part of the EHCP.

Responsibilities

It is important that responsibilities for children's safety is clearly defined and that each person involved with children's medical needs is aware of what is expected of them. Close co-operation between school, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

The Local Advisory committee

The Local Advisory Committee will ensure that:

- The Headteacher implements this policy effectively.
- The Individual Healthcare Plans are devised, implemented and monitored by the Headteacher/SENCO, working in partnership with the parents, child and relevant healthcare professionals.
- Written records are kept of all medicines administered to children.
- All Individual Healthcare Plans (IHPs) actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- That staff are properly trained to provide the support that students need.
- That the school's policy sets out what should happen in an emergency situation.
- That the appropriate level of insurance is in place and appropriately reflects the level of risk, with risk assessment being carried out, when appropriate.
- That the school provides parents with information about the Local Offer and the School Offer including information displayed on the school website.
- That parents provide the school with sufficient and up-to-date information about their child's medical needs. This will be prompted with an annual data check.

Headteacher

The Headteacher:

- Is responsible for implementing the policy in practice and for developing detailed procedures.
- Ensure that good lines of communications exist between parents and all relevant education and healthcare professionals.
- Ensure teachers receive proper training and support.
- Ensure cover arrangements in cases of staff absence or staff turnover.

SENCO

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The Cambridge Primary School
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- Responsible for briefing supply teachers, preparing risk assessments for school visits and other school activities outside of the normal timetable
- Monitoring of Individual Healthcare Plans.
- Share information with relevant staff to ensure the best care for the child after seeking parental agreement to do so.

Parents and Guardians

Parents, as defined in the education Act 1944, are a child's main carers. They are:

- Responsible for ensuring their child is well enough to attend school.
- Provide and share school with sufficient up-to-date information about their child's medical condition and treatment to allow the appropriate arrangements to be put in place in school.
- Be involved in the drafting, development and review of their child's IHP, in order to reach an agreement with the school on the school's role in helping with their child's medical needs.
- Carry out the action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Whenever appropriate, 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 expected to comply with their IHPs. Children will be encouraged and supported to self-manage their medication wherever possible

School 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 if they feel uncomfortable. This includes the administration of medicines.

- Staff should use their discretion and judge each case on its merits and give individual, personalised care to children even those with the same condition.
- Staff should encourage children with medical conditions to remain in school for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans.
- Staff should supervise children with medical conditions if they become ill and contact relevant care authorities.
- Staff should not penalise children for their attendance record if their absences are related to their medical conditions e.g. hospital appointments.
- Staff should encourage children to drink, eat and take toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Staff will not force children to take medicines or have necessary procedures against their will. They will aim to follow the procedure agreed in the Individual Healthcare Plan and contact parents when alternative options may need to be considered.

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- Staff should log in school records any concerns they have on a child's health and wellbeing and report these concerns to parents on the same day.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

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 IHP.

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

Emergency Procedures

In the event that an ambulance needs to be called a member of staff should:

- Ring the emergency service stating the medical condition.
- Contact the parent.
- Accompany the child in the ambulance.
- Take a copy of all medical details including medication.
- Remain with the child until the parent arrives.

Generally, staff should not take pupils to hospital in their own car. If it is required, then the member of staff should be accompanied by another adult and have public liability vehicle insurance.

Individual Healthcare Plans

The school, healthcare professionals and parents/carers should agree, based on evidence, when an Individual Healthcare Plan would be inappropriate or disproportionate. Where there is a discrepancy, an appropriate healthcare professional should be asked to arbitrate.

Individual Healthcare Plans must:

- Be clear and concise.
- Be written in partnership with parents, child, healthcare professional and key staff.
- Be reviewed annually or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality.
- Be securely stored by the SENCO.
- Outline educational provision if the child is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEND information.
- Provide details of the child's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food

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and drink where this is used to manage their condition, dietary requirements, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between breaks and lessons.

- Outline specific support for the child's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- State contingency plan and plan of action in the event of an emergency.

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 headteacher and SENCO. 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.

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 **and**
- Where we have parents' written consent

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The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

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

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

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.

Controlled drugs

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

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Pupils managing their own needs

Pupils who are competent will 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.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. 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.

Equal opportunities

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.

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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 and any relevant healthcare professionals will be consulted.

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
- Ignore medical evidence or opinion (although this may be challenged)
- 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
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

Complaints

Parents/carers' concerns about the support provided for their child with a medical condition should be directed, in the first instance, to the Headteacher. Where parents/carers feel their concerns have not been addressed, they should contact The Chair of the Local Advisory Committee to make a formal complaint via the school's complaint procedure.

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