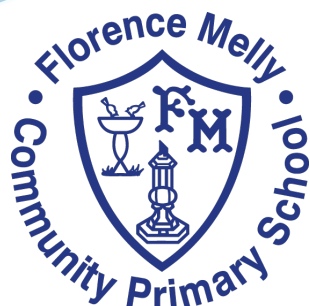


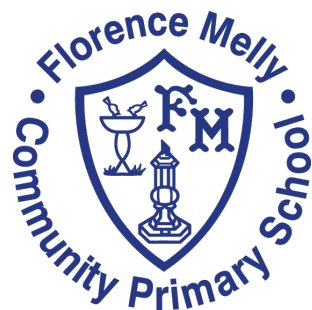


Florence Melly
Community Primary School

Supporting Pupils with Medical Conditions Policy

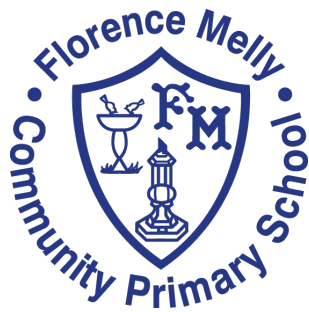
Policy Title:	Supporting Pupils with Medical Conditions Policy		Date written:	September 2025
Written by:	Aaron Leach (Headteacher)		New or revised policy:	Revised (Version 3)
Implementation	Date of ratification:	Date presented to staff:	Date of renewal:	
	October 2026	September 2026	September 2027	





Policy Version Control

Date of Update	Overview of changes made	Version
April 2026	General update to reflect changes to current practice/reference to updated Medical Policy.	V2
September 2026	Policy comprehensively reviewed and updated to strengthen alignment with the Department for Education's statutory guidance 'Supporting Pupils at School with Medical Conditions' (2015). Enhancements include expanded governance responsibilities, guiding principles, pupil involvement, confidentiality arrangements, emergency medical procedures, educational visits, monitoring and evaluation processes, and strengthened arrangements for Individual Healthcare Plans, medical emergencies and inclusive practice.	V3



Supporting Pupils with Medical Conditions Policy

April 2026

This policy sets out how Florence Melly Community Primary School meets its legal duty under Section 100 of the Children and Families Act 2014, which requires all schools to make arrangements to support pupils with medical conditions.

This document is written *in full accordance* with the statutory guidance Supporting Pupils at School with Medical Conditions (DfE, December 2015) and outlines the minimum, non-negotiable standards that the school must meet.

A more detailed operational document - *our Medical Policy (April 2026)* - provides the full procedures, forms, and implementation detail.

This policy should therefore be read alongside the Medical Policy.

2. Aims of This Policy

We aim to ensure that:

- All pupils with medical conditions are properly supported so they can:
 - play a full and active role in school life
 - remain healthy and safe
 - access the curriculum
 - participate in school trips, clubs, and physical activity
- Parents, pupils, staff, school nurses and health professionals work in partnership.
- The school meets its duties under:
 - Children & Families Act 2014
 - Equality Act 2010
 - SEND Code of Practice
 - Health & Safety at Work Act
- Governance, leadership and school systems ensure compliance and accountability.

3. Guiding Principles

Florence Melly Community Primary School believes that pupils with medical conditions should be properly supported so that they have full access to education, including educational visits, residential visits, sporting activities, clubs and wider enrichment opportunities.

The school recognises that many medical conditions are long-term, fluctuating and may have a significant impact on a pupil's physical, emotional, social and educational development.

Effective support depends upon close partnership working between pupils, parents/carers, school staff, healthcare professionals and, where appropriate, local authority services.

Provision will be person-centred and based upon individual need rather than diagnosis alone. The school will take account of:

- the views of the pupil;
- parental advice and information;
- recommendations from healthcare professionals;
- statutory guidance and best practice;
- safeguarding, SEND and equality considerations.

The school will foster a culture of inclusion and ensure that pupils with medical conditions are treated with understanding, dignity and respect.

4. Roles & Responsibilities

4.1 Governing Body

The governing body will ensure that:

- the statutory guidance is implemented
- this policy is reviewed annually
- adequate staff training is provided
- sufficient resources are allocated to support medical needs
- pupils with medical conditions are not discriminated against
- arrangements are in place for managing medicines, IHPs and emergencies

The Governing Body will also ensure that:

- sufficient numbers of staff receive appropriate training to support pupils with medical conditions;
- appropriate arrangements are in place to provide cover when trained staff are absent;
- school leaders monitor the implementation of this policy;
- medical incidents and near misses are reviewed and lessons learnt;
- suitable insurance arrangements are maintained;
- pupils with medical conditions are not disadvantaged, excluded or placed at substantial disadvantage;
- appropriate reporting arrangements are in place for governors to receive updates regarding medical provision.

Equality and Reasonable Adjustments

The Governing Body will ensure that pupils whose medical conditions meet the definition of disability under the Equality Act 2010 receive reasonable adjustments to remove barriers to learning, participation and safety.

4.2 Headteacher

The Headteacher will ensure:

- the policy is operationalised
- staff are aware of pupils' medical conditions
- robust systems for information-sharing and training
- staff are competent to support medical needs
- risk assessments consider medical conditions
- IHPs are developed, monitored and reviewed

4.3 Designated Safeguarding Lead/Medical Lead

The Medical Lead (DSL) will:

- maintain the Medical Register
- coordinate Individual Healthcare Plans
- be primary liaison with parents and health professionals
- ensure medication storage, records, expiry-checks and emergency planning
- support training and quality assurance

4.4 School Staff

All staff will:

- understand their duty of care
- know individual pupils' medical needs (as appropriate)
- follow IHPs and emergency procedures
- know how to summon help and/or administer emergency medication
- ensure pupils have access to medication during learning and activities

4.5 Parents/Carers

Parents must:

- provide accurate, up-to-date medical information
- provide in-date medication and replacements
- participate in developing IHPs
- communicate any medical changes immediately

Ongoing Parental Partnership

The school values ongoing communication with parents/carers and will proactively seek updates where a child's symptoms, regimes or treatments change. Parents are encouraged to share information promptly so that school support remains accurate and effective.

4.6 Health Professionals

Health professionals will:

- notify the school of medical diagnoses
- support and advise on IHPs
- provide specialist training as necessary

Multi-Agency Working

The school will participate in relevant multi-agency meetings (e.g., Early Help, CIN, EHCP reviews) where a pupil's medical needs form part of wider support. Medical information will be shared appropriately to ensure coordinated planning across education, health and care.

4.7 Pupil Involvement

Where appropriate, pupils will be encouraged to participate in decisions affecting their care and support.

The school will encourage pupils to:

- understand their medical condition;
- develop independence in managing their needs where appropriate;

- contribute to Individual Healthcare Plans;
- communicate concerns regarding their health and wellbeing;
- understand emergency arrangements.

The level of pupil involvement will be determined by age, maturity and understanding.

5. Identifying and Supporting Pupils with Medical Needs

Identification

The school aims to identify pupils with medical conditions at the earliest opportunity.

Information regarding medical conditions may be obtained through:

- admissions processes;
- transition information from previous settings;
- notification by parents/carers;
- recommendations from healthcare professionals;
- Education, Health and Care Plans (EHCPs);
- school nurses;
- multi-agency meetings;
- safeguarding concerns;
- diagnoses received during a pupil's time at school.

Where a medical condition is identified, discussions will take place with parents and healthcare professionals to determine the support required and whether an Individual Healthcare Plan is necessary.

Mental Health Conditions

In some cases, pupils may have medical needs related to mental health (e.g., anxiety disorders, depression, eating disorders). Where such needs significantly affect a pupil's education, wellbeing, attendance, or require medical intervention, the school will ensure that appropriate support and reasonable adjustments are put in place. Individual Healthcare Plans may be used to outline strategies, triggers, support arrangements and collaboration with mental-health professionals.

Record Keeping

The school keeps a Medical Register, managed by the DSL/Medical Lead, detailing pupils with medical needs and the support arrangements in place.

This operational system is fully described in the Medical Policy (April 2026).

6. Individual Healthcare Plans (IHPs)

IHPs are required when:

- a condition is long-term
- emergency intervention may be required
- medication must be administered at school
- the condition impacts access to learning or school routines

IHPs will include:

- the medical condition, triggers and symptoms

- medication dosage, timing and administration processes
- emergency plan and who to contact
- staff roles and responsibilities
- adjustments required for curriculum, trips, or environment
- arrangements for dietary needs or equipment
- reviews at least annually or following any change

The full IHP process is detailed in the Medical Policy.

Development of Individual Healthcare Plans

Individual Healthcare Plans will normally be developed in partnership with:

- parents/carers;
- the pupil;
- school staff;
- healthcare professionals;
- specialist nurses and therapists where appropriate.

The school will ensure plans are clear, accessible and provide practical guidance for supporting pupils throughout the school day.

Review of Individual Healthcare Plans

Individual Healthcare Plans will be reviewed:

- at least annually;
- following a significant medical incident;
- following hospital admission;
- following changes to medication or treatment;
- when educational circumstances change;
- during transitions between classes, phases or schools.

Transition Between Year Groups

To ensure continuity of care, IHPs will be shared with new class teachers and relevant staff ahead of transitions between classes or key stages. Parents/carers will be consulted during transitions to ensure that updated needs are understood and planned for.

7. Managing Medicines in School

We follow all expectations from the DfE 2015 guidance regarding:

- written parental consent
- storage, administration and record-keeping
- controlled drugs
- refusal of medication
- disposal of medicines
- transport of medication on trips

A detailed operational procedure is included within the Medical Policy (April, 2026).

7.1 Digital Health Devices

Some pupils may use digital health technologies (e.g., glucose monitors, wearable alerts, medical apps). The school will ensure staff are aware of each pupil's device, understand how to respond to alerts, and manage data in accordance with data-protection principles.

6.2 Emergency Medical Situations

Where a pupil's medical condition presents a risk of emergency intervention, suitable emergency arrangements will be detailed within the Individual Healthcare Plan.

Relevant staff will be informed of:

- emergency symptoms and warning signs;
- emergency contacts;
- medication requirements;
- emergency procedures;
- arrangements for educational visits and off-site activities.

The school will ensure emergency medication is readily accessible and accompanies pupils on educational visits where required.

In an emergency, staff will act in accordance with the pupil's Individual Healthcare Plan and seek emergency medical assistance where necessary.

6.3 Common Medical Conditions

The school regularly supports pupils with a range of medical conditions including, but not limited to:

- asthma;
- anaphylaxis and severe allergies;
- diabetes;
- epilepsy;
- eczema;
- gastrointestinal conditions;
- mental health conditions;
- rare and complex medical conditions.

Support arrangements will always be determined according to individual need and not solely by diagnosis.

6.4 Confidentiality and Information Sharing

The school recognises that medical information constitutes sensitive personal data and will be managed in accordance with UK General Data Protection Regulation (UK GDPR) and Data Protection legislation.

Information regarding a pupil's medical condition will only be shared with staff who require the information in order to fulfil their responsibilities.

The school will balance confidentiality with the duty to protect the health, safety and wellbeing of pupils.

Where appropriate, parents/carers will be informed regarding wider information sharing arrangements.

7. Emergency Procedures

Staff must know:

- how to recognise emergency symptoms
- how to administer emergency medication (e.g., AAI's, inhalers)
- how to call emergency services
- how to follow the child's IHP

Emergency medication:

- is always accessible
- must accompany pupils on trips
- must be in-date
- is stored according to statutory guidance and the school's Medical Policy

The school holds spare emergency AAI's and inhalers where permitted.

8. Learning from Serious Incidents

Following any significant medical incident or near-miss, the school will:

- carry out an internal review to identify learning;
- record the incident on the school's safeguarding/medical systems;
- update risk assessments, training needs and IHPs where required;
- share key learning with relevant staff and governors;
- offer appropriate emotional support to the child and their family.

This strengthens accountability and promotes continuous improvement in medical provision.

9. Inclusion & Access to School Activities

Pupils with medical conditions will not be:

- denied access to education
- excluded from activities
- placed at unnecessary risk

Risk assessments for trips and PE will consider IHPs, and reasonable adjustments will be made.

9.1 Educational Visits and Residential Activities

The school will make every reasonable effort to ensure that pupils with medical conditions are able to participate fully in educational visits, residential visits and enrichment activities.

Planning arrangements will include consideration of:

- Individual Healthcare Plans;
- medication access and storage;
- emergency procedures;
- staffing levels;
- transport arrangements;
- staff training needs;
- accessibility requirements.

No pupil will be excluded from an activity solely because of a medical condition unless evidence demonstrates that participation would present an unacceptable risk that cannot reasonably be reduced.

10.2 Attendance and Reintegration

Where a pupil's medical condition affects attendance, the school will take a supportive and flexible approach. Reintegration plans will be developed with the pupil, parents and relevant professionals to ensure a safe and successful return to school, including reasonable adjustments to curriculum access, phased returns where appropriate, or alternative provision.

10.3 Training

The school provides:

- whole-school awareness training
- condition-specific training (e.g., epilepsy, asthma, diabetes, anaphylaxis)
- training for staff who administer medication

Training records are kept by the Medical Lead and SENDCo.

11.Unacceptable Practice

The following practices are unacceptable:

- preventing pupils from accessing prescribed medication;
- preventing pupils from carrying medication or medical devices where agreed within their Individual Healthcare Plan;
- assuming all pupils with the same condition require identical support;
- ignoring professional medical advice;
- ignoring parental concerns or information;
- sending pupils home routinely because a medical condition is difficult to manage;
- requiring parents to attend school to administer medication where appropriate arrangements can reasonably be made by school;
- penalising pupils because of attendance linked directly to a medical condition;
- excluding pupils from educational visits, sporting activities or enrichment opportunities without clear justification and risk assessment;
- leaving a pupil unattended during a medical emergency;
- failing to appropriately share information required to safeguard a pupil.

12. Complaints Procedure

If parents are unhappy with any aspect of medical provision:

1. they should speak to the class teacher
2. then to a senior leader
3. then to the Headteacher
4. if unresolved, they may follow the School Complaints Procedure, available on the website

13. Policy Links

It should be read alongside:

- Medical Policy - *full procedures, forms, medication processes, IHP templates, emergency provision, roles and workflows*
- Allergy Safety Policy
- First Aid Policy
- Safeguarding Policy
- SEND Policy

14. Monitoring and Evaluation

The Headteacher and Governing Body will monitor the effectiveness of this policy through:

- review of Individual Healthcare Plans;
- training records;
- medical incident reports;
- near miss reports;
- medication audits;
- parent and pupil feedback;
- educational visit planning;
- attendance data where medical conditions are a contributing factor.

15. Review

This policy will be reviewed:

- annually
- sooner if legislation changes
- after any major incident related to medical needs