



Weston Village Primary School

Supporting Pupils with Medical Conditions Policy

Supporting Pupils with Medical Conditions Policy

Staff/ Committee involved in development:	Thomas Cutts, Emma Loveland
For use by:	All staff
Policy relates to statutory guidance:	Section 100 of the Children and Families Act 2014; Department for Education (DfE) statutory guidance: <i>Supporting Pupils at School with Medical Conditions</i> (December 2015); The Equality Act 2010; The Special Educational Needs and Disability (SEND) Code of Practice (2015); The Human Medicines (Amendment) Regulations 2014 and 2017; Statutory Framework for the Early Years Foundation Stage (2024)
Key related policies:	Administration of Medication Policy; First Aid Policy; Health and Safety Policy; Intimate Care Policy; SEND and Inclusion Policy; Educational Visits Policy; Safeguarding and Child Protection Policy; Complaints Policy
This policy will be reviewed every three years. Additionally, it will be reviewed sooner if required due to changes in legislation, national guidance, or operating experience.	

Presented to the Full Governing Board
On 23rd June 2025 and subsequently approved and adopted on the same date.

Digitally signed on GovernorHub by Carol White, Chair of the Full Governing Board

1. Policy Statement

Weston Village Primary School is committed to ensuring that all pupils with medical conditions are properly supported so they can enjoy full access to education, including school trips, physical education, and extracurricular activities.

We work in partnership with pupils, parents/carers, school staff, and health professionals to ensure individual needs are met and reasonable adjustments are made under the Equality Act 2010.

This policy applies to all staff, pupils and activities across the school, including those in the Early Years Foundation Stage (EYFS).

2. Statutory Guidance

This policy is based on and complies with:

- Section 100 of the Children and Families Act 2014
 - DfE statutory guidance: *Supporting Pupils at School with Medical Conditions* (December 2015)
 - The Equality Act 2010
 - The SEND Code of Practice (2015)
 - Human Medicines Regulations (2014 & 2017)
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3. Aims

This policy ensures:

- Pupils with medical conditions are identified, assessed and supported
 - Individual Healthcare Plans (IHPs) are created and reviewed appropriately
 - Staff receive suitable training to meet children's medical needs
 - Medical conditions do not prevent access to learning or participation
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4. Roles and Responsibilities

4.1 Governing Board

- Ensures arrangements are in place to support pupils with medical conditions
- Monitors the implementation and impact of this policy

4.2 Headteacher

- Oversees the policy's implementation
 - Ensures all relevant staff are aware of pupils' medical needs
 - Ensures sufficient trained staff are available, including for trips and cover
 - Has overall responsibility for the development and review of IHPs
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- Liaises with health services when needed

4.3 Staff

- May be asked (but are not required) to support medical needs
- Must follow IHPs and attend training where necessary
- Are expected to know how to respond in emergencies
- EYFS staff must notify parents the same day medication is administered

4.4 Parents/Carers

- Must provide up-to-date medical information
- Contribute to the development and review of IHPs
- Supply medication/equipment as required
- Ensure they (or a nominated adult) can be contacted at all times

4.5 Pupils

- Where appropriate, are involved in decisions about their care
- Are encouraged to self-manage their condition when able

4.6 School Nurses and Healthcare Professionals

- Inform school of pupils requiring support
- Help develop IHPs and provide/arrange training
- Offer specialist advice where needed

5. Identifying Pupils with Medical Conditions

- When notified of a medical need (e.g. diagnosis, hospital discharge), the school aims to implement arrangements within **two weeks**, or by the start of the relevant term
- Referral may come via parents, GPs, NHS, SENCo, or transition information
- The school medical folder includes documentation templates, letters, and training logs

6. Individual Healthcare Plans (IHPs)

Purpose: IHPs are used to ensure tailored, coordinated support for pupils with medical conditions.

IHPs will include:

- Details of the condition and symptoms
- Medication, dosage, triggers, treatments
- Roles and responsibilities of all parties
- Consent forms and emergency procedures

- Storage and access arrangements
- Review dates (minimum annually, or when needs change)

Who creates them:

Led by the Headteacher/SENDCo in consultation with:

- Parents/carers
- Healthcare professionals
- Class teacher/key staff
- The pupil (where appropriate)

IHPs are stored securely but are accessible to relevant staff. They are linked to EHCPs if present.

7. Staff Training and Support

- Training is identified during IHP development
 - Delivered by health professionals and recorded centrally
 - Reviewed annually or when needs change
 - All staff are made aware of emergency protocols and preventative care as part of induction
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8. Participation in School Activities

- Pupils are never excluded from school trips, PE, or clubs due to medical needs
 - Risk assessments are completed to enable safe participation
 - Reasonable adjustments are always made
 - Staff accompanying trips are trained and briefed appropriately
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9. Emergency Procedures

- Emergency protocols are clearly outlined in each IHP
 - Staff will call 999 where necessary and remain with the pupil
 - Parents are contacted immediately
 - The school has trained staff and stocks **spare salbutamol inhalers** and **adrenaline auto-injectors**, used in line with written consent and national guidelines
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10. Transition and Continuity of Care

- IHPs are shared with new settings where appropriate (e.g. secondary transition)
 - The school ensures planning for pupils joining/leaving with medical needs is proactive
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- During exceptional closures or remote learning, the SENDCo/HT will liaise with families to provide continuity of care
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11. Record Keeping

- IHPs are maintained centrally and reviewed at least annually
 - All training is logged
 - Administration of medicine is recorded in the separate **Administration of Medication Policy**
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12. Insurance

- Weston Village Primary School is a member of the DfE's Risk Protection Arrangement (RPA), covering all medical support outlined in this policy
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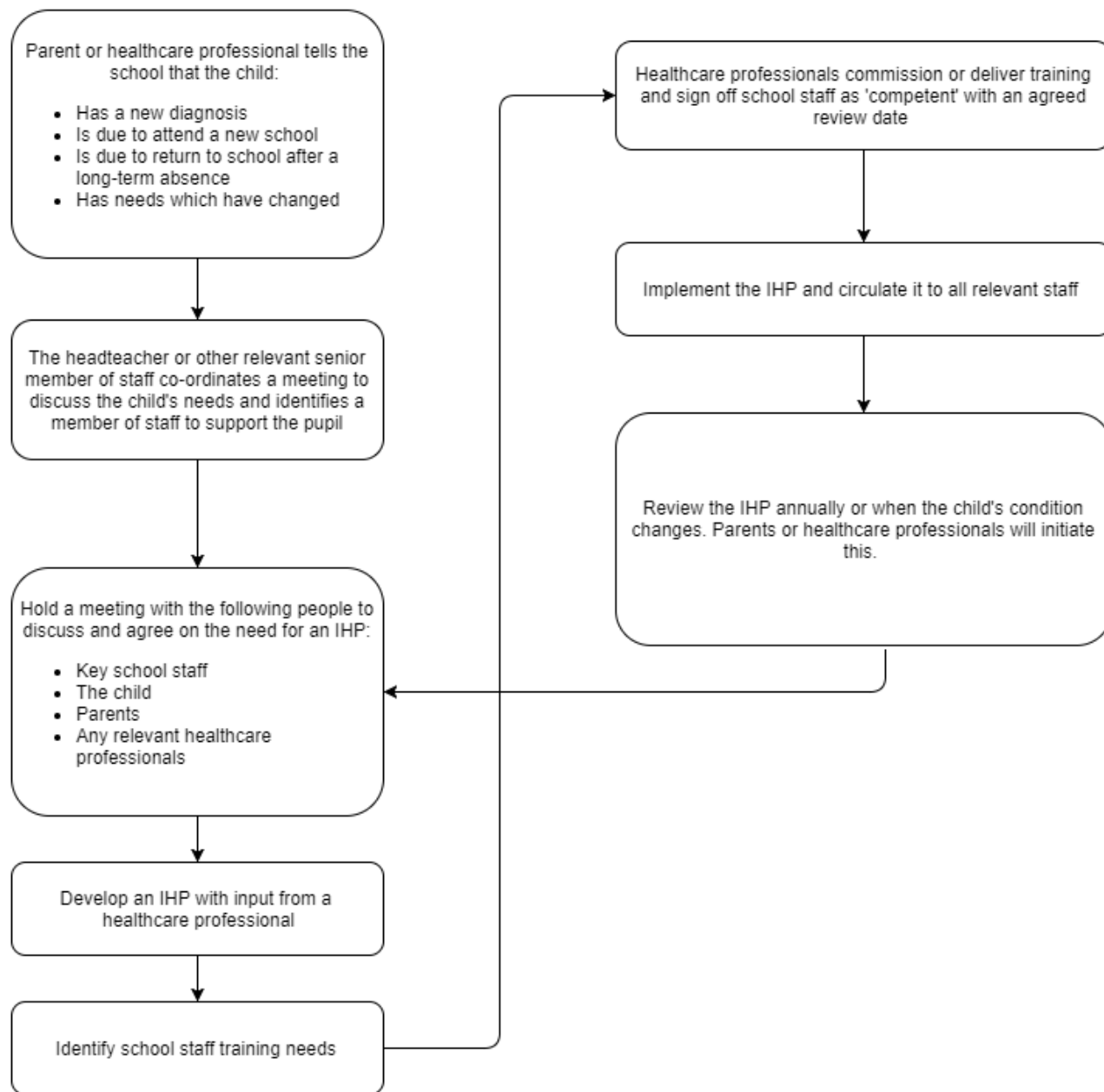
13. Complaints

- Complaints should be made to the Headteacher in the first instance
 - If unresolved, the trust's Complaints Policy should be followed
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14. Monitoring and Review

- This policy is reviewed every **3 years** by the Headteacher and Governing Board
- Feedback is gathered from staff, pupils and parents where appropriate
- Updated procedures and templates are stored in the shared **Staff Medical Folder**

Appendix 1: Being notified a child has a medical condition



Appendix 2: Blank Individual Health Care Plan
Weston Village Primary School



Individual Healthcare Plan (IHP)

Name:	Date:	Photograph of child (must be updated each year)
Class:		
Year Group:		
Class Teacher:		
<u>Medical Needs:</u>		
<u>Symptoms:</u>		
<u>Actions (please include details of medication dose):</u>		
Parent's signature: _____		Date: _____

<p>Plan reviewed by:</p> <p><i>(Class teacher at start of year)</i></p>	<p>If medication needs to be given, has the 'administering medicine form' been completed?</p>
<p>Where will the child's medication be stored?</p>	<p>Are there any specialist facilities or equipment required (beside medication)?</p>
<p>Does the child need support to manage their condition? Please state if the child self-manages.</p>	<p>Who is responsible for making sure medication is kept in date and correctly stored?</p>
<p>Who has contributed to the plan?</p> <p><i>(Is it parents? Clinician?)</i></p>	<p>Plan has been shared with:</p> <p><i>(Parents, all staff? specific staff?)</i></p>
<p>Is the child on the SEN register?</p>	<p>Do staff require any additional training to manage the need?</p>

<p>Emergency Contact 1:</p>	<p>Emergency Contact 2:</p>
<p>Name:</p> <p>Number:</p>	<p>Name:</p> <p>Number:</p>

Parents signature _____

Appendix 3: Consent form for emergency inhaler use
Weston Village Primary School



CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Since 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies. Weston Village Primary School has purchased two Ventolin (blue) inhalers, for the purpose of providing emergency asthma relief to children for whom we have written permission.

We have on our records that your child has asthma, therefore has an inhaler and spacer (if appropriate) in school. We strongly advise that you complete the consent form below in order for the medicine to be delivered in circumstances where children do not have access to their own inhalers.

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler
2. My child has a working, in-date inhaler, clearly labelled with their name, which they either bring with them to school every day or leave in their class teacher's care.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Name of child:
Class:

Year Group:

Signed:

Date:

Name of person giving permission:

Appendix 4: List of children whom consent is given (to be kept in kit)

Weston Village Primary School



CONSENT: USE OF EMERGENCY SALBUTAMOL INHALER

Child's Name:	Consent Given:



USE OF EMERGENCY SALBUTAMOL INHALER

Child's name:

Class:

Date:

To the parents/carers of _____

This letter is to formally notify you that.....has had problems with his / her breathing today. This happened when.....

A member of staff helped them to use their asthma inhaler when; [*Highlight as appropriate*]

- They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.
- Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Signed _____ Date: _____



CONSENT FORM: USE OF EMERGENCY ADRENALINE AUTO-INJECTOR

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date). The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay

Therefore, Weston Village Primary School has purchased two auto-injectors, for the purpose of providing emergency anaphylaxis treatment to children for whom we have written permission.

We have on our records that your child has a diagnosed allergy, therefore has an AAI device in school. We strongly advise that you complete the consent form below in order for the medicine to be delivered in circumstances where children do not have access to their own AAI device.

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with an allergy that may result in anaphylaxis and has been prescribed an AAI
2. My child has a working, in-date AAI, clearly labelled with their name, which they leave in school for emergency use

3. In the event of my child displaying symptoms of anaphylaxis, and if their AAI is not available or is unusable, I consent for my child to receive adrenaline from an emergency AAI held by the school for such emergencies.

Name of child:
Class:

Year Group:

Signed:

Date:

Name of person giving permission:



USE OF EMERGENCY ADRENALINE AUTO-INJECTOR

Child's name:

Class:

Date:

To the parents/carers of _____

This letter is to formally notify you that _____ displayed symptoms of anaphylaxis on _____ at _____, and during the emergency was given the schools emergency adrenaline auto-injector.

A member of staff delivered the emergency AAI because; [*Highlight as appropriate*]

- They did not have their own AAI with them.
- Their own AAI was not working

Signed _____ Date: _____