TRIMLEY ST. MARTIN

Supporting Pupils with Medical Conditions Policy

Approved by:	Full Governing Body	**Date:** 04.12.25
Last reviewed on:	October 2025	
Next review due by:	Autumn Term 2026	

The school in specific circumstances may need to seek advice from relevant healthcare professionals.

1. 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 and sporting activities.

The governing body 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 policy and relevant pupils.
- Developing and monitoring Individual Care Plans (ICPs).

The person with responsibility for implementing this policy is the Headteacher and Business Manager.

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 body 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 body

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing body 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 Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is enough 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 ICPs.
- 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. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so.

All staff can administer specific medicines such as Antibiotics, Calpol, and Antihistamine.

Inhalers, Epilepsy medication, Epi-Pen etc. must be kept in a secured location within their classroom and follow the pupil as they move through their lessons i.e., in the classroom, outside at break times/lunchtimes, PE lessons, swimming lessons, educational visits etc. all staff must be informed where it is located in the event of an emergency. The class teacher or teaching assistant with training will be asked to support the pupil, although they have the choice to decline. If a member of staff does decline the responsibility this must be discussed with the Headteacher in advance so that an alternative member of staff can be appointed.

It may be necessary on rare occasions for an additional member of staff or the parent to accompany a pupil.

Any medication brought into school must have a medication form completed by the parent or carer, the details must be checked against the dispensed medicine to ensure the correct dose is being given, timings of frequency and what to do in the event of an emergency i.e., allergic reaction etc. If the medication can be administered outside of school hours, then it should be.

Any medicine must be administered following the instructions as directed on the item dispensed by the pharmacy and must be recorded in the 'Medication Logbook' held in the school office or the Reception Class Logbook. The medication must be stored in the locked medical cupboard in the school office, if it needs to be refrigerated then the staff fridge or the Reception Class fridge must be used.

Staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

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 review of their child's ICP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the ICP e.g., provide medicines and equipment.

3.5 Pupils

Pupils with medical conditions 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 ICPs. They are also expected to comply with their ICPs.

3.6 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.

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

4. 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.

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.

5. Being notified that a child has a medical condition

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

The school 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.

5. 1 Allergy and Anaphylaxis (Severe allergic reaction)

Common triggers include nuts, eggs, cow's milk, certain drugs, insect stings. Details of such allergies will be recorded on the Health Care Plan mentioned above and on the Child Alert chart. Emergency action will be detailed in this plan and all staff will be made aware of the condition and course of action. Two main types of medication may be used:

- Antihistamines (e.g., Piriton, Zirtec)
- Preloaded Adrenalin injection (e.g.: epi pen – Auto Injector)

Parents and carers will be informed immediately if their child has an allergic reaction and emergency services will be contacted (procedures displayed in school office) if this is the advice outlined on Health Plan or if this is deemed to be the appropriate course of action by senior school staff.

Children with food allergies who choose to stay for a school dinner will need to draw up a Health Care Plan with the Headteacher, senior manager or class teacher and provide a medical note from their GP confirming condition and treatment and an up-to date photograph of their child. The Headteacher or Business Manager will ensure that the Health Plan, GP note, and photograph are given to the Catering Staff. Catering Staff will ensure that this information is prominently placed so that relief staff are kept informed. The Catering Service will be kept fully informed about individual children electronically, according to prescribed procedures.

N.B. Less severe food allergies, food intolerances and special dietary needs will be recorded on Health Care Plans.

Any child with a severe medical condition will have their photograph taken and this will be displayed on the Child Alert chart (with their first name only) in the staff room to alert all staff. Another Child Alert will be kept in the First Aid room with the child's name together with an explanation of the condition; a copy will be placed in each school register.

6. Individual healthcare plans

The Headteacher has overall responsibility for the development of ICPs for pupils with medical conditions. This has been delegated to the Business Manager.

Plans will be reviewed at least annually or earlier if there is evidence that the pupil's 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 ICP. 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 Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers, and a relevant healthcare professional, such as the school nurse, specialist, or pediatrician, who can provide the best advice for the pupil's specific needs. The pupil will be involved wherever appropriate.

ICPs 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 Headteacher, teachers, SEN Administrator and Business Manager are responsible 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 will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- 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 headteacher 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.

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

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. At the end of every academic year parents together with school staff must return all medication, it is the parent's responsibility to ensure medication is brought back into school at the beginning of each academic year clearly labelled with the relevant school medical form completed.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2019 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug must not have it in their possession. The parent must hand it into the school office where it will be kept in a secure cupboard in the school office and only named staff have access. The relevant school medication form must be completed by the parent or carer.

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

7.2 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. If a pupil refuses their medication, it must be logged in, the Medicine Logbook and the parent/carer informed immediately.

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/carers.
- 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 the First Aid 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 manage their medical condition effectively.
- Require parents/carers, 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.

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 Headteacher. 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 understand 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

Staff nominated will ensure that written records are kept of all medicine administered to pupils in the 'Medication Logbook' kept in the school office and Reception Class. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place, which all staff are aware of.

If a pupil refuses their medication this must be recorded in the 'Medication Logbook' and the parent or carer telephone immediately.

11. Liability and indemnity

The Local Authority will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The policy is updated annually; details of the local authority's insurance policy that cover the school are:

Maven Public Sector Insurer: until the policy expiry on 31 July 2026

Insurance incorporating the following essential features:

Limit of Indemnity:

Public Liability: £ 50,000,000 any one event

Products Liability: £ 50,000,000 for all claims in the

Pollution: aggregate during any one period of insurance

Professional Emdemnity: £ 15,000,000 any one event inclusive of costs

Excess:

Public Liability/Products Liability/Pollution: £ 315,000 any one event

Employers' Liability: £ 315,000 any one claim

Indemnity to Principals: Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy: A copy of full cover of this policy document is available from Suffolk County Councils Insurance Team:

Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX

0300 123 1420
services@schoolschoice.org

A copy of the insurance policy is displayed in the school office and is updated annually.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

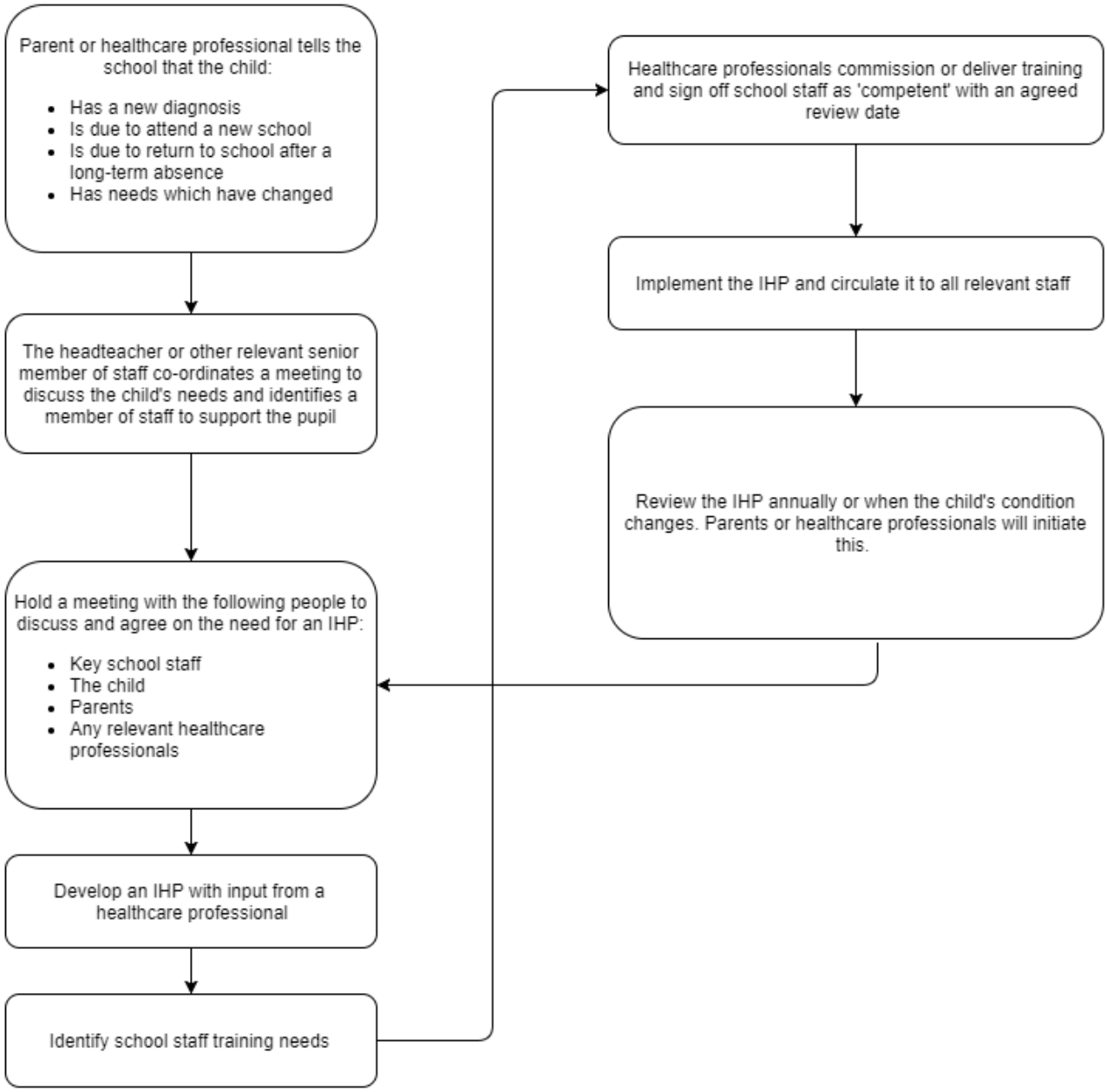
This policy will be reviewed and approved by the governing body annually or when changes occur.

14. Links to other policies and Guidance

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.
- COVID19 Guidance.
- Epilepsy.
- Nut.
- Health and Safety Risk Assessment.
- ICP.
- ECHP.

Appendix 1: Being notified a child has a medical condition



Trimley St Martin Primary School

Medication Form

Parent or Carer to complete fully in advance of medication being administered.

DETAILS OF PUPIL

Surname: _____Forename(s): _____

Male/Female:_____Date of Birth:_____

Address:_____

_____Post Code:_____

Class:_____ Class Teacher:_____

MEDICATION

Name/Type of Medication (as described on the container): _____

For how long your child will take this medication: _____

Date dispensed: _____

Full directions for use:

Dosage and method: _____

Time medicine needs to be given:_____

Special Precautions (if medication needs to be stored in a fridge): _____

Any known side effects: _____

Can the pupil self-administer?: _____

Procedures to take in Emergency: _____

Details of Medication taken at home: _____

PARENT/CARERS CONTACT DETAILS

Name: _____ Daytime Telephone No _____

Relationship to Pupil _____

Address: _____

I understand that I must deliver the medicine personally to the Headteacher or the school office and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature:_____

Trimley St Martin Primary School

HEALTH CARE PLAN - MEDIUM/LONG TERM

Parent/Carer to complete fully in advance of medication being administered.

DETAILS OF PUPIL

Surname: _____ Forename(s): _____

Address:_____

_____Post Code:_____

M/F:_____ Date of Birth:_____

Class:_____ Class Teacher:_____

Medical Condition _____

Give details of child's symptoms/reactions _____

Daily care requirements (e.g. medication type/administration details) _____

Describe what constitutes an emergency for the child and action to take if this occurs _____

_____

CONTACT DETAILS

Name: _____ Daytime Telephone No _____

Relationship to Pupil _____

Address: _____

CLINIC/HOSPITAL CONTACT

Name _____ Phone No _____

GP

Name _____ Phone No _____

I give permission for my child's photograph to be taken and brought to the attention of staff with details of medical condition and action to be taken.

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake. You agree to collect, check, and replace medication during the academic year.

Date: _____ Signature:_____

Trimley St Martin Primary School

ASTHMA REGISTER SHEET

Parent/Carer to complete fully in advance of medication being administered.

DETAILS OF PUPIL

Surname: _____ Forename(s): _____

Address:_____

_____Post Code:_____

M/F:_____ Date of Birth:_____

Class:_____ Class Teacher:_____

MEDICATION

Name/Type of Medication (as described on the container)

_____

For how long your child will take this medication: _____

Date dispensed: _____

Full directions for use:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

Can the pupil self-administer?: _____

Procedures to take in Emergency: _____

Details of Medication taken at home: _____

CONTACT DETAILS

Name: _____ Daytime Telephone No _____

Relationship to Pupil _____

Address: _____

I give permission for my child's photograph to be taken and brought to the attention of staff with details of medical condition and action to be taken.

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake. You agree to collect, check, and replace Inhalers during the academic year.

Date: _____ Signature:_____

Trimley St Martin Primary School

CONTACTING EMERGENCY SERVICES

Request for an ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

Schools Main Line: 01394 448313 Schools Mobile: 07532165759

Schools Fax Line: 01394 448422

2. Give your location:

Trimley St Martin Primary School
Kirton Road
Trimley St Martin
Felixstowe
Suffolk

3. Postcode:

IP11 0QL

4. Give exact location of the school.

5. Give your name.

6. Give name of child and a brief description of child's symptoms.

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty.

Please speak slowly and clearly and be ready to repeat information, if asked Put a completed copy of this form by the telephone

N.B. Member of staff will accompany child in ambulance and will need to have Admission form and any Health Care Plans available to take to hospital.