RHODES AVENUE PRIMARY SCHOOL

Supporting pupils at school with medical conditions

Date policy last reviewed: Autumn 2025

Signed by:

	Headteacher	Date:	
	Chair of governors	Date:	

Context

Children with medical conditions have the same rights of admission to Rhodes

Avenue Primary School (hereafter referred to as 'the school') as other children. The school will ensure that arrangements are in place to support pupils with medical conditions so that they can access and enjoy the same opportunities as other children. The school, local authorities, health professionals and other support services will work together to ensure that children with medical conditions can receive a full education, play a full and active role in school life, remain healthy and achieve their academic potential.

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, all other school activities and school-run Extended Day provision.

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, 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 healthcare plans, e.g. General Health Care Plan (GHCP), Asthma Health Care Plan or Anaphylaxis/Allergies Health Care Plan (HCP).

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 (DfE)'s statutory guidance on supporting pupils with medical conditions at school. This policy may also work in line with the school's Administration of Medicines Policy.

3. Roles and responsibilities

3.1 The governing body

The governing body has a responsibility to ensure this policy is in place and is being implemented. 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 a sufficient number of trained staff available to implement this policy and deliver against all healthcare plans including in contingency and emergency situations.
- Ensure that all staff who need to know are aware of a child's condition Take overall responsibility for the development of healthcare plans.

- 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. This includes the administration of medicines.

Those 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 take into account 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. All teachers supporting a pupil with a medical condition will know what symptoms constitute a possible concern, in according with their Individual Health Care Plan.

All staff should know what constitutes a medical condition.

3.4 Parents

Parents will:

- Have their input valued.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- In collaboration with the school, be actively involved in the drafting, development and review of their child's healthcare plan in accordance with Appendix 1.
- Carry out any action they have agreed to as part of the implementation of the healthcare plan, e.g. provide medicines and equipment, and ensure they or other nominated adults are contactable at all times in the event of an emergency. Parents will tell nominated adults they have been nominated and will communicate their child's medical conditions and emergency procedures in the event an of an emergency.

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 healthcare plans. They are also expected to comply with their healthcare plans. Pupils will learn that medical conditions are protected within the school's Behaviour and Anti-Bullying policies. Pupils will have their input valued.

3.6 School nurses and other healthcare professionals will have their input valued.

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 healthcare plan. 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 healthcare plans.

4. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, sporting activities, in all school activities and to have access to school-run Extended Day provision and not prevent them from doing so.

The school will ensure adjustments need are made to be made to enable these pupils to participate fully and safely on school trips, visits, sporting activities, in all other school activities and to have access to school-run Extended Day provision.

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 a healthcare plan. The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the admission to nursery or school. See Appendix 1.

6. Individual healthcare plans

The headteacher has overall responsibility for the development of healthcare plans for pupils with medical conditions.

Plans will be reviewed annually, or earlier if there is evidence that pupil's needs have changed. At the end of each academic year (in Summer term – 1st half) and in preparation for a new academic year, parents/carers will be asked to review healthcare plans.

Plans will be developed with the pupil's best interests in mind and will set out: What needs to be done, when and by whom.

Not all pupils with a medical condition will require a healthcare plan. If necessary, it will be agreed with a healthcare professional and the parents when a healthcare plan would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and if relevant, a healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate. Healthcare plans will be linked to, or become part of, any Education, Health and Care Plan (HCP). If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the healthcare plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing body and the headteacher/or individual role with responsibility for developing healthcare plans will consider the following when deciding what information to record on healthcare plans: 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 (if agreed and stated on the healthcare plan) 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

Please refer to the Administration of Medicines Policy for the management of medicines in school.

7.1 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.

All other controlled drugs are kept in a secure cupboard in the school office or in a child's classroom 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.

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 healthcare plans.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible and if age-appropriate otherwise an adult will do so. 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 their healthcare plan 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 healthcare plan, 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 healthcare plans.
- 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. Please refer to the school's Administration of Medicines Policy.
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, and sporting activities e.g. by requiring parents to accompany their child.
- Administer, or ask pupils to administer, medicine in school.

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' healthcare plans 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 healthcare plans collaborative meeting. 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 or Inclusion Lead. 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 healthcare plans
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications (including physical, social and emotional) and preventative measures
- Be led by appropriately trained professionals
- 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 an emergency occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school. Healthcare Plans are kept in a readily accessible place which all staff are aware of. All Healthcare Plans are stored on Medical Tracker (the whole-school central electronic system for pupil health management). Depending on the nature of the medical condition, hard copy healthcare plans may also be printed and stored with children's emergency medication.

11. Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. The details of the school's insurance policy can be obtained from the main office.

12. Complaints

Parents with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Inclusion Manager in the first instance. If the Inclusion Manager cannot resolve the matter the complaint should be discussed with the Headteacher. 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 to warrant amendments, e.g. statutory guidance, school reviews. The policy will be reviewed according to the timings laid out in the Schedule of Review of Policies. Copies are available to parents on request.

14. Links to other policies

This policy links to the following policies:
Accessibility plan
Anti-Bullying
Administration of medicines
Allergy and Anaphylaxis policy
Behaviour
Complaints
Equality information and objectives
First aid
Health and safety
Safeguarding
Special educational needs information report and policy

15. Equal Opportunities

Equal access to the Supporting pupils at school with medical conditions policy is given to all children regardless of ability, gender, cultural, religious or ethnic origin. Rhodes Avenue complies with its duties under the Equality Act (2010) and all staff will have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the abovementioned Act. The school celebrates diversity and encourages inclusion.

Appendix 1

The following steps will be followed by the school for all new Healthcare Plans. Should new medical conditions/changes to medicine become apparent previous steps will be repeated in order to ensure that school and parents/carers are clear as to how to support children with their medical condition when at school.

Step 1 - Notification of/change in medical condition/s: Parent or healthcare professional tells the school (School Office) that the child: Has a diagnosis (new admission); Has a new diagnosis (already admitted) Is due to attend a new school; Is due to return to school after a long-term absence Has needs which have changed.
Step 2 - Information gathering: The school will decide which of the following healthcare plans is appropriate for the child's medical condition. A child may require more than one healthcare plan: General Health Care Plan (GHCP), Asthma Health Care Plan, Anaphylaxis/ Allergies Health Care Plan (HCP). The identification of the appropriate health care plan is decided by the school's Admin Team (with responsibility for Medical) in collaboration with the Full First Aider/Facilities. The Admin team (with responsibility for Medical) will request further information from parents/carers in accordance with the relevant healthcare plan. If necessary, the school nursing team will be consulted for advice. If nursing team is not required they will not be contacted.
Step 3 - Initial drafting or redrafting (if changes to existing Healthcare Plans are required): Parents to provide the school with all of the relevant medical reports/ prescription information. A Team Around the Child (TAC) meeting to take place led by a Senior Leader in school, namely the Inclusion Manager, with parents/carers, pupil if appropriate, and if necessary the school nursery team and/or other healthcare professionals. Medical reports/prescription information will be reviewed and a Healthcare Plan will be drafted collaboratively as a team.
Step 4 - Draft Healthcare Plan: The Inclusion Manager together with the School Admin team will transfer the information onto Medical Tracker (the whole-school central electronic system for pupil health management). The Inclusion Manager will review the draft Healthcare Plan. Parents/carers will preview the healthcare plan and sign off as final if accurate. If further changes need to be made they will be made. If further healthcare professional advice is required it will be sought. The Admin team (with responsibility for Medical) will update medical needs as appropriate on the school's management information system.
Step 5 - Identify school staff training needs. If staff training is not up to date training to be commissioned from a professional in order to sign off school staff as competent. Staff training to be updated regularly in accordance with agreed review dates, or earlier if needed.
Step 6 - Implement the healthcare plan and circulate it to all the relevant staff. Healthcare plans to be shared with all new staff working with children and as part of transition arrangements. If applicable, follow Administration of Medicines policy. Inclusion Manager together with the school's Admin team to ensure all information relating to children with medical conditions are communicated at key transition points, e.g. changing classes.
Step 7 - Review the healthcare plans annually in consultation with parents and if relevant with healthcare professionals. Review healthcare plans and training needs if appropriate if a child's condition changes. Parents or healthcare professionals will initiate this. Repeat Information Gathering stage and follow through drafting or re-drafting stage where necessary.