



**METHERINGHAM
PRIMARY SCHOOL**

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Policies, Procedures, Regulations and Guidance

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Version Number	Date Authorised		Summary of Key Changes
1	June 2026		New policy

1. Introduction

Metheringham Primary School is committed to ensuring that pupils with medical conditions receive appropriate support so that they have full access to education, including school trips, sporting activities and other school events.

This policy has been written in line with the requirements of:

- **Children and Families Act 2014**, section 100
- **Supporting pupils at school with medical conditions: statutory guidance**
- **Special educational needs and disability code of practice: 0 to 25 years**
- **Mental health and behaviour in schools**
- **Equality Act 2010**
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This policy should be read alongside the following school policies:

- Inclusion Policy
- Equality Policy and Objectives
- Safeguarding Policy
- Complaints Policy
- First Aid Policy
- School Accessibility Plan
- Allergy Policy
- Data Protection Policy

2. Definition of Medical Conditions

Pupils' medical needs may be broadly grouped into two categories:

- **Short-term conditions** that affect participation in school, for example where a pupil is taking a course of medication
- **Long-term conditions** that may limit access to education and require ongoing support, medication or care during the school day, including monitoring and emergency intervention where necessary
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Medical conditions may include physical and mental health conditions where these require support during the school day.

Some pupils with medical conditions may be disabled within the meaning of the **Equality Act 2010**. Where this is the case, the Governing Body will ensure that its duties under the Act are met. Some pupils may also have special educational needs and may have an **Education, Health and Care Plan (EHCP)**. Where relevant, this policy should be read alongside the **Special educational needs and disability code of practice: 0 to 25 years** and the school's Inclusion Policy.

3. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure that the school complies with its statutory duties under section 100 of the Children and Families Act 2014
- Ensure that appropriate arrangements are in place to support pupils with medical conditions
- Monitor the implementation and effectiveness of this policy
- Ensure that appropriate insurance arrangements are in place

Headteacher

The Headteacher has overall responsibility for the implementation of this policy. The Headteacher will:

- Ensure that sufficient staff are appropriately trained
- Ensure that suitable cover arrangements are in place where staff are absent or leave the school
- Ensure that procedures are followed consistently
- Ensure that staff, including supply staff, are made aware of pupils' medical needs where appropriate

SENDCO

The SENDCO will:

- Coordinate support for pupils with medical conditions
- Lead on the development, implementation and review of Individual Healthcare Plans
- Liaise with parents/carers, healthcare professionals and staff
- Maintain oversight of training needs
- Ensure that relevant information is shared appropriately

School Staff

School staff will:

- Follow this policy and any Individual Healthcare Plans
- Undertake training as required
- Support pupils with medical conditions safely and appropriately
- Report concerns promptly
- Maintain confidentiality in line with school procedures
- No member of staff will be required to administer medication or undertake healthcare procedures unless this forms part of their role or they have agreed to do so.

First Aiders and Trained Staff

First aiders and other trained staff will:

- Administer medication and undertake healthcare procedures only when they have received appropriate training and have agreed to provide support
- Respond appropriately in emergency situations
- Maintain accurate records

Parents/Carers

Parents/carers will:

- Provide accurate and up-to-date information about their child's medical condition
- Supply medication, equipment and consumables required by the school
- Participate in the development and review of Individual Healthcare Plans
- Inform the school of any changes to their child's needs

Healthcare Professionals

Healthcare professionals will:

- Provide advice, information and training where appropriate
- Contribute to the development and review of Individual Healthcare Plans
- Support the school in meeting a pupil's medical needs

Pupils

Where appropriate, pupils will:

- Contribute to discussions about their medical needs and support arrangements
- Follow agreed healthcare plans
- Take increasing responsibility for managing their own condition and medication where they have been assessed as competent to do so

School Business Manager

The School Business Manager will:

- Maintain records relating to insurance arrangements
- Support the procurement of medical supplies where appropriate
- Assist in ensuring that suitable resources are available to implement this policy

4. Liability and Indemnity

The Governing Body will ensure that appropriate insurance arrangements are in place to cover staff who provide support to pupils with medical conditions in accordance with this policy and any Individual Healthcare Plan.

Details of the school's insurance arrangements are available from the School Business Manager on request.

5. Policy Implementation

The Headteacher is responsible for the implementation of this policy.

The Headteacher will ensure that:

- Sufficient staff are suitably trained
- Cover arrangements are in place in the event of staff absence or staff turnover
- There is always someone on site with an appropriate level of training

The Headteacher, SENDCO or Allergy Lead will work with parents/carers to draw up, implement and review the Individual Healthcare Plan for each pupil where required. They will also ensure that relevant staff are made aware of the plan and that it is monitored appropriately.

All staff are expected to show commitment to and awareness of pupils' medical conditions and the expectations of this policy.

All new staff will receive induction into the arrangements and guidance set out in this policy when they join the school.

6. Information Sharing, Confidentiality and Data Protection

The school recognises that medical information is sensitive personal data and will be handled in accordance with data protection legislation and the school's Data Protection Policy.

Information relating to a pupil's medical condition will only be shared with staff and other individuals who have a legitimate need to know in order to support the pupil safely and effectively. This may include:

- Teaching staff
- Support staff
- Lunchtime supervisors

- Supply staff
- First aiders
- Educational visits leaders
- Relevant healthcare professionals
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Parents/carers will be informed about how information relating to their child's medical condition will be stored and shared. Where appropriate, consent will be obtained before sharing information with external agencies.

Individual Healthcare Plans will be stored securely and made accessible to relevant staff. The Headteacher will ensure that temporary staff, volunteers and supply staff are informed of any medical needs and emergency procedures relevant to pupils in their care.

All staff are expected to maintain confidentiality while ensuring that information is shared appropriately to safeguard the health, safety and wellbeing of pupils.

7. Procedure When the School Is Notified That a Pupil Has a Medical Condition

This section applies to:

- notification before admission
- transition between schools or alternative providers
- reintegration after a period of absence
- changes to a pupil's needs

For children joining the school for the first time, where sufficient notice has been given, arrangements will be in place for the start of the relevant school term.

In other cases, such as a new diagnosis or a child joining mid-term, the school will make every effort to put arrangements in place within two weeks.

New starters notify the school of medical conditions, allergies or additional needs via the MIS (management information system) admissions process. This information can be accessed by teachers. Updates or changes are shared with staff when the school becomes aware of them.

The school recognises that many medical conditions requiring support at school may affect a pupil's quality of life and may be life-threatening. Some conditions may be less visible than others. The school will therefore focus on the needs of each individual child and on how their medical condition affects their school life.

The school aims to ensure that parents/carers and pupils have confidence in its ability to provide effective support for medical conditions in school. Arrangements will reflect an understanding of how a condition affects a child's ability to learn, as well as their confidence and self-care.

8. Inclusion in School Life

The school will ensure that pupils with medical conditions are supported to take part in:

- School trips
- Residential visits

- Sporting activities
- Extra-curricular activities

This will be done with reasonable adjustments, unless there is evidence from a clinician such as a GP that this is not possible.

The school will make sure that no child with a medical condition is denied admission or prevented from attending school because arrangements for supporting their medical condition have not yet been made. However, the school will also ensure, in line with its safeguarding responsibilities, that pupils are not put at unnecessary risk from infectious disease or other health-related concerns. Decisions will always be made on the basis of the individual circumstances and relevant public health advice.

The school does not have to wait for a formal diagnosis before providing support to a pupil. Where a pupil's medical condition is unclear, or where there is a difference of opinion, the school will make judgements about the support to provide based on the available evidence. This will normally involve medical evidence and consultation with parents/carers.

Where evidence conflicts, the school may need to challenge professionally in order to ensure that the right support is put in place. These discussions will be led by the Headteacher, SENDCO or Allergy Lead. Following these discussions, an Individual Healthcare Plan will be written in conjunction with parents/carers where appropriate.

The school will not tolerate bullying or harassment linked to a pupil's medical needs. Any such behaviour will be dealt with in line with the school's Behaviour Policy and safeguarding procedures where appropriate.

9. Individual Healthcare Plans

Individual Healthcare Plans help ensure that the school supports pupils with medical conditions effectively. They provide clarity about what needs to be done, when it needs to be done and by whom.

They will often be essential where:

- conditions fluctuate
- emergency intervention may be needed
- the condition is complex
- medication or medical procedures are required during the school day

However, not all children will require one. The school, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will make the final decision.

A flow chart for identifying and agreeing the support a child needs and developing an Individual Healthcare Plan is provided at Annex A.

Individual Healthcare Plans will be:

- Easily accessible to those who need to refer to them

- Stored securely to preserve confidentiality
- Detailed according to the complexity of the child's condition and the level of support required

Different children with the same medical condition may require very different support.

Where a child has SEN but does not have an EHCP, their special educational needs should be noted in the Individual Healthcare Plan.

Individual Healthcare Plans will be developed and reviewed in partnership between the school, parents/carers and a relevant healthcare professional. Pupils should also be involved where appropriate.

The aim is to identify the steps the school should take to help manage the condition and remove any barriers to learning.

Responsibility for ensuring that the plan is finalised and implemented rests with the school.

10. Review of Individual Healthcare Plans

Individual Healthcare Plans will be reviewed:

- At least annually, or
- Earlier if evidence is presented that the child's needs have changed

Plans will be developed and reviewed with the child's best interests in mind.

They will ensure that the school assesses and manages risks to the child's:

- Education
- Health
- Social wellbeing

The school will also seek to minimise disruption to learning.

Where a child is returning to school following a period of hospital education or alternative provision, the school will work with the local authority and education provider to ensure that the Individual Healthcare Plan identifies the support needed for effective reintegration.

The school's Individual Healthcare Plans are electronic and will be created using Insight Tracker. They will be stored online in the child's profile and copied into CPOMS (CHILD PROTECTION ONLINE MANAGEMENT SYSTEM) to share with relevant staff. Any medical alerts will also be recorded on CPOMS (CHILD PROTECTION ONLINE MANAGEMENT SYSTEM). Paper copies of Individual Healthcare Plans may be kept in yellow class folders or with a child's medication where appropriate.

11. Asthma

The school recognises that asthma is a common condition among school-aged children. We have a positive attitude towards pupils with asthma and believe that, when asthma is well managed, pupils are able to participate fully in the curriculum and in extra-curricular activities, including PE and school trips. We encourage pupils with asthma to achieve their potential in all aspects of school life by ensuring that this policy is clear and understood by staff, parents, pupils, governors and the local authority.

All staff, both teaching and non-teaching, will be made aware of this policy. All staff will have a basic knowledge of asthma and its management, while first aiders will have more detailed knowledge.

Medication

Immediate access to inhalers or other medication is essential. All inhalers are kept in green grab bags in classrooms so that they are secure and immediately accessible to adults.

Individual Healthcare Plans will identify where any other medication is kept.

Parents are asked to ensure that all inhalers and medication are named and replaced before the expiry date where appropriate. Parents must also complete a medical form giving details of:

- Medication
- Dosage
- Time to administer
- Any other relevant information

The school is willing to administer medication where adequate information is provided, although there is no legal obligation for the school to do so. All staff in maintained schools who agree to administer medication are insured when acting in accordance with this policy.

If a pupil refuses medication, staff will not force them to take it. Parents/carers will be informed as soon as possible and, where refusal places the child at immediate risk, emergency medical advice will be sought.

Self-Management of Medical Conditions

The school recognises that some pupils are competent to manage their own medical condition and medication.

Following discussion with parents/carers and relevant healthcare professionals, pupils may be permitted to carry and administer their own medication where this is considered safe and appropriate.

The decision will be based on the pupil's:

- Age
- Maturity
- Understanding of their condition
- Ability to use their medication correctly

Arrangements for self-management will be clearly recorded within the Individual Healthcare Plan.

Pupils who carry their own medication remain subject to appropriate monitoring and support from staff.

Record Keeping

Parents are asked to provide details of any medical conditions through the admissions process. This information is shared with staff and kept on file. A list of pupils requiring medication is also maintained on file.

The school also keeps a live asthma and allergy register.

Our school administrator conduct a medical audit twice yearly to prompt staff to check medication is current and in date. All medication is sent home at the end of the academic year. It is ultimately the parents' responsibility to ensure all medication is in date and replaced when it is due to run out.

PE and School Trips

Taking part in sport is an essential part of school life and pupils with medical conditions will be encouraged to participate fully.

All staff will be aware of which pupils have medical conditions. If a child needs to use medication such as an inhaler during a lesson, they will be allowed to do so.

The school will make provision for inhalers to be taken on school day trips and residential visits, including swimming and gym lessons. For residential visits, additional information may be required about doses needed at times other than the usual school day.

Asthma Attacks

Staff will be trained to recognise the symptoms of asthma and to identify when symptoms are worsening.

Staff will know what to do in the event of an asthma attack. In an emergency, the agreed procedure for managing an attack will be followed. This will be discussed with parents and staff as appropriate. Pupils with medical conditions will often be best placed to explain how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their Individual Healthcare Plan.

Other pupils can also play a part in supporting safety by alerting staff if they believe a pupil is becoming unwell or needs help.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may be the first to inform the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's Individual Healthcare Plan. They should also carry out any actions they have agreed to as part of its implementation, for example supplying medicines and equipment and ensuring that they or another nominated adult are contactable at all times.

Providers of health services should co-operate with schools supporting children with medical conditions. They can provide valuable support, information, advice and guidance to schools and staff.

12. Staff Training and Support

At Metheringham Primary School, an appropriate number of staff have received first aid training and paediatric first aid training. One member of paediatric first aid trained staff will be present when our Under 5 pupils are eating.

Where required, relevant staff will receive specific or specialist training, for example in relation to epilepsy or diabetes.

All staff who are required to support pupils with medical conditions will be trained by a suitably qualified healthcare professional. Training needs will be identified by the healthcare professional during the development or review of the Individual Healthcare Plan.

The school may arrange this training itself and will ensure that it remains up to date.

Training will be sufficient to ensure that staff:

- Are competent
- Have confidence in their ability to support pupils with medical conditions
- Can meet the requirements set out in the Individual Healthcare Plan

Staff must have an understanding of the specific medical condition they are supporting, its implications and any preventative measures.

Staff must not give prescription medicines or carry out healthcare procedures without appropriate training, updated where necessary to reflect individual healthcare plans.

A first aid certificate does not, on its own, constitute appropriate training for supporting children with medical conditions. All staff will receive induction training and regular whole-school awareness training so that they understand the school's policy and their role in implementing it.

The SENDCO, Headteacher or Allergy Lead will seek advice from relevant healthcare professionals about training needs, including preventative and emergency measures, so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be a key source of information about how that child's needs can be met. Parents will be asked for their views. They should provide specific advice, but should not be the sole trainers.

Staff should follow basic hygiene procedure, using protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

13. Managing Medicines on School Premises and Record Keeping

At Metheringham Primary School, the following procedures will apply:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- Parents/carers must deliver medicines personally to the school office
- All medicines must be fully labelled
- The school is not obliged to administer medicines, but may do so where appropriate
- Prescription medicines should only be taken during the school day where essential
- Written permission must be received before staff can administer medication
- Medicines must be in the original container and include the prescriber's instructions
- Written consent must be received before staff can administer paracetamol-based medicines

- Staff are instructed by the Local Authority not to administer medicines containing ibuprofen or aspirin unless they have been prescribed by a doctor
- Medication will be checked twice annually via an audit to ensure all medication on site is in date and relevant.
- Medication is sent home at the end of the academic year.

Where clinically possible, medicines should be prescribed in dose frequencies that allow them to be taken outside school hours.

All medicines will be stored safely in the medical cabinet or fridge, as appropriate.

Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available, either in the child's classroom or school office, and must not be locked away. Asthma inhalers should be clearly marked with the child's name.

During school trips, the designated member of staff will carry all medical devices and medicines required.

Staff administering medicines must do so in accordance with the prescriber's instructions.

The school will keep a record of all medicines administered to individual children, stating:

- What was administered
- How much was administered
- When it was administered
- By whom it was administered

Any side effects of medication administered at school should also be noted.

Written records will be kept of all medicines administered to children. These records protect both staff and children and provide evidence that agreed procedures have been followed.

When medicines are no longer required, they should be returned to the parent/carer for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

14. Emergency Procedures

The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities, wherever they take place, as part of the school's general risk management process.

Where a child has an Individual Healthcare Plan, it will clearly define what constitutes an emergency and explain what to do. It will also ensure that all relevant staff are aware of emergency symptoms and procedures.

Other pupils in the school should know, in general terms, what to do if they think help is needed, for example by informing a teacher immediately.

If a child needs to be taken to hospital, staff should remain with the child until the parent/carer arrives, or accompany the child to hospital by ambulance if required.

The school will ensure that it understands local emergency services arrangements and that the correct information is available for navigation systems if needed.

15. Day Trips, Residential Visits and Sporting Activities

The school will actively support pupils with medical conditions to take part in:

- Day trips
- Residential visits
- Sporting activities

This will be done by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

The school will always complete a risk assessment to ensure that planning takes account of any steps needed to include pupils with medical conditions safely.

This will involve consultation with parents/carers and relevant healthcare professionals and will be informed by Health and Safety Executive guidance on school trips.

16. Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's Individual Healthcare Plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers or medication and administering them when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers
- Ignore medical evidence or opinion, although this may be appropriately challenged
- Send children with medical conditions home frequently or prevent them from attending normal school activities, including lunch, unless this is specified in their Individual Healthcare Plan
- Send a child to the school office unaccompanied or with someone unsuitable if they become ill
- Penalise children for their attendance record if absences are related to their medical condition, for example hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks when they need to do so in order to manage their medical condition effectively
- Require parents/carers to attend school to administer medication or provide medical support, including toileting support
- Prevent children from participating in any aspect of school life, including school trips, by creating unnecessary barriers such as requiring parents to accompany the child

17. Complaints

Any concerns regarding the support provided to a pupil with a medical condition should initially be discussed with the child's class teacher or the member of staff responsible for implementing this policy.

If concerns remain unresolved, they should be referred to the Headteacher. Where a satisfactory resolution cannot be reached, parents/carers may submit a formal complaint in line with the school's Complaints Policy.

18. Annex A - Flow Chart

A flow chart for identifying and agreeing the support a child needs and developing an Individual Healthcare Plan should be attached here.

