Medical Needs in Schools Policy

St Chad's Catholic Primary School

Approved by:	Martina Parker	**Date:**	September 2026
Last reviewed on:	September 2026		
Next review due by:	September 2027		

Mission Statement

At St Chad's Catholic Primary School, we are committed to ensuring that pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education. In keeping with our Catholic ethos, we promote dignity, inclusion and respect for all.

No pupil with a medical condition will be denied admission or prevented from taking part in school activities due to their condition.

Legal Framework

This policy is written in line with:

- Section 100 of the Children and Families Act 2014
- DfE Guidance: *Supporting Pupils at School with Medical Conditions* (statutory)
- Equality Act 2010
- SEND Code of Practice 2015
- Health and Safety at Work etc. Act 1974
- Data Protection Act 2018 / UK GDPR

Aims

This policy aims to:

- Ensure pupils with medical conditions are supported effectively.
- Clarify roles and responsibilities.
- Ensure staff understand how to respond to medical emergencies.
- Promote partnership with parents, healthcare professionals and pupils.
- Maintain a safe and inclusive learning environment.

Roles and Responsibilities

Governing Body

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure policies are reviewed annually.
- Ensure appropriate training is provided.

Headteacher

- Ensure this policy is implemented effectively.
- Ensure sufficient trained staff are available.

- Ensure Individual Healthcare Plans (IHPs) are in place where required.
- Ensure staff receive appropriate training.

School Medical Lead / SENCO

- Maintain a register of pupils with medical conditions.
- Coordinate the development and review of Individual Healthcare Plans.
- Liaise with healthcare professionals and parents.
- Ensure medication is stored and monitored appropriately.

Staff

- Be aware of pupils with medical conditions.
- Follow Individual Healthcare Plans.
- Undertake training as required.
- Respond appropriately in emergencies.

Parents/Carers

- Inform the school of any medical condition.
- Provide up-to-date medical information.
- Provide prescribed medication in original packaging.
- Update the school of any changes.

Pupils

- Where appropriate, take increasing responsibility for managing their own condition.
- Inform staff if they feel unwell.

Individual Healthcare Plans (IHPs)

An IHP will be developed when a pupil's medical condition requires ongoing support.

IHPs will include:

- Details of the medical condition
- Signs, symptoms and triggers
- Medication and dosage
- Storage arrangements
- Emergency procedures
- Staff training requirements
- Contact details

IHPs will be:

- Developed in partnership with parents and healthcare professionals.
- Reviewed at least annually or sooner if needs change.

Managing Medicines in School

Prescription Medicines

- Only administered with written parental consent.
- Must be in original packaging with pharmacy label.
- Doses administered will be recorded.
- Two members of staff will check medication (where appropriate).

Non-Prescription Medicines

- Administered only in exceptional circumstances.
- Parental consent required.
- In line with school policy.

Storage

- Medicines are stored securely - In Y6 locked cupboard and Family Support office locked cabinets
- Emergency medicines (e.g., inhalers, EpiPens) readily available in classrooms, lunchtime supervisors lunch bags, cupboard in medical area.
- Refrigerated medicines stored appropriately in the fridge in the staffroom.
- Expiry dates monitored termly.

Self-Administration

Pupils may carry and administer their own medication (e.g., inhalers) if:

- Considered competent.
- Parent consent provided.
- Agreed by school.

Emergency Procedures

All staff must know:

- How to recognise a medical emergency.
- How to call 999.
- Where emergency medication is stored.

In a medical emergency:

1. Stay with the pupil.
2. Send for a first aider.
3. Follow the IHP.
4. Call 999 if necessary.

5. Contact parents immediately.
6. Record the incident.

A staff member will accompany a pupil to hospital and remain until parents arrive.

Common Medical Conditions Covered

This policy supports pupils with (but not limited to):

- Asthma
- Allergies and anaphylaxis
- Diabetes
- Epilepsy
- ADHD
- Mental health conditions
- Long-term or complex medical needs

Specific procedures are outlined in individual healthcare plans.

School Trips and Activities

Pupils with medical conditions will be included in all activities.

Risk assessments will:

- Consider medical needs.
- Ensure trained staff attend.
- Ensure medication is accessible.
- Carry healthcare plans where needed.

Reasonable adjustments will be made under the Equality Act 2010.

Staff Training

The school will ensure:

- Whole-staff awareness training annually.
- Condition-specific training as required.
- Training for new staff during induction.
- Training records are maintained.

Healthcare professionals may deliver specialised training.

Record Keeping

The school will securely maintain:

- Medical register
- Individual Healthcare Plans
- Parental consent forms
- Medication administration records
- Incident reports

All information is confidential and handled in line with GDPR.

Complaints

If parents are dissatisfied with support provided:

- They should contact the Headteacher in the first instance.
- If unresolved, follow the school's Complaints Policy.

Monitoring and Review

This policy will be reviewed:

- Annually by the Governing Body.
- After any serious medical incident.
- Following changes in legislation.