Supporting Pupils with Medical Needs Policy

Approved by:	Full Governing Body
Last reviewed on:	September 2026
Next review due by:	September 2027

1. Hermitage Primary School is an inclusive community committed to ensuring that pupils with medical conditions are properly supported so that they can access education, remain healthy, participate fully in school life and achieve their academic potential.

The school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future. This school aims to provide all children with all medical conditions, the same opportunities as others at school.

Pupils with medical conditions are encouraged to take control of their condition. Pupils must feel confident in the support they receive from the school to help them do this. This school aims to include all pupils with medical conditions in all school activities. Parents* of pupils with medical conditions should feel secure in the care their children receive at this school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff should feel confident knowing what to do in an emergency. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

The medical conditions policy is understood and supported by the whole school and local health community. *(The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.)*

Statutory and national framework
This policy has been reviewed for September 2026 with regard to section 100 of the Children and Families Act 2014 and the Department for Education statutory guidance Supporting pupils at school with medical conditions. It should be read alongside the Equality Act 2010, SEND Code of Practice: 0 to 25 years, Keeping Children Safe in Education 2026, Working Together to Safeguard Children 2026, the school's Child Protection and Safeguarding Policy, SEND Policy, First Aid Policy, Attendance Policy, Educational Visits procedures and relevant health and safety arrangements.

Allergy safety - 2026 statutory requirements
From 1 September 2026, section 34 of the Children's Wellbeing and Schools Act 2026 requires applicable schools to have, review and publish a separate allergy safety policy and to have particular regard to the Department for Education's Allergy safety in schools statutory guidance. Hermitage therefore manages allergy and anaphylaxis arrangements through this policy together with its separate Allergy Safety Policy. Where a pupil has an allergy, the allergy-specific policy, current Individual Healthcare Plan/Allergy Action Plan and current clinical instructions must be followed. The school will ensure that allergy arrangements are integrated with wider medical, safeguarding, catering, trips and emergency procedures.

Safeguarding, equality and inclusion
A medical condition may amount to a disability under the Equality Act 2010. The school will consider and make reasonable adjustments where required and will not unnecessarily exclude a pupil from lessons, physical activity, clubs, trips, residential visits or other aspects of school life because of a medical condition.

Medical information will be handled confidentially but shared with staff and other professionals on a need-to-know basis where this is necessary to keep a child safe or provide appropriate support. Safeguarding concerns identified through a child's health, attendance, presentation, medication or care will be acted on immediately in accordance with Keeping Children Safe in Education 2026 and the school's safeguarding procedures.

Emergency preparedness and Martyn's Law

The Terrorism (Protection of Premises) Act 2025 (Martyn's Law) has received Royal Assent but, as at September 2026, its substantive duties are not yet in force. The school will nevertheless ensure that medical emergency arrangements are compatible with its evacuation, invacuation, lockdown and communication procedures. Emergency medicines and essential medical information must remain rapidly accessible during foreseeable emergency scenarios, and planning will consider pupils who may need medication, equipment or additional assistance when moving to or remaining in a place of safety.

2. 2. Development, legal framework and review of this policy

This school has consulted on the development of this medical condition policy with key stakeholders within the school community including:

- pupils
- parents
- school nurse
- school staff
- school governors

3. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation

Pupils are informed and regularly reminded about the medical conditions policy:

- in school letters/newsletters
- in Personal Development lessons, as appropriate
- through school-wide communication

Parents are informed and regularly reminded about the medical conditions policy:

- when their child is enrolled as a new pupil
- by including the policy on the school's website
- in the school newsletter at intervals in the school year

School staff, including supply and temporary staff are informed and regularly reminded

- about the medical conditions policy:
- through information presented at the first staff meeting of the school year
- through new staff induction and information displayed in class registers.
- through the school's website
- at scheduled medical conditions training
- through the key principles of the policy being displayed in staff areas at the school
- through school-wide communication about results of the monitoring and evaluation of the policy

Relevant local health staff and other external stakeholders are informed and regularly reminded about the school's medical conditions policy:

- by direct communication as appropriate
- via the school's website

4. 4. Staff awareness, training and emergency response

All staff at this school are aware of the most common serious medical conditions at this school. Staff at this school understand their duty of care to pupils in the event of an emergency. In an emergency school staff are required under common law duty of care to act like any reasonable parent. This may include administering medication.

All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions. Training is refreshed for all staff at least once a year.

Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.

This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teacher and support staff) of pupils in their care who may need emergency help. This school has procedures in place so that a copy of the pupil's Individual Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

5. 5. General medical emergency procedures

- All staff know what action to take in the event of a medical emergency
- All members of staff can contact the emergency services if required to do so
- They should have relevant information about the individual's symptoms, personal details, any known medical conditions
- who to contact within the school

In the event of an emergency:

- A member of SLT will be notified
- The emergency services will be called
- The individual's medical record is checked, and any Health Care Plans are readily available
- Personal details are available, and parents / carers are notified of the emergency
- The office staff are notified and are prepared for the arrival of the emergency services

Action to take in a general medical emergency is displayed in prominent locations for staff. These include the staff room, the main school office. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows. Generally, in an emergency, staff should not take pupils to hospital in their own car. Advice should be sought directly from the emergency services.

6. 6. Administration of medicines at school

The school will accept prescribed medicines that are required during the school day and will administer them following receipt of the school's written parental agreement and any necessary healthcare instructions. Non-prescription medicines may be administered where the school agrees that this is appropriate, with written parental consent and in accordance with the manufacturer's instructions. A child under 16 will never be given medicine containing aspirin

unless it has been prescribed by a doctor. Medicines will not be given simply to enable a child who is too unwell to attend school to remain in school.

Medicines should always be provided in the original container as dispensed by a pharmacist or purchased from a shop and (where prescribed) include the prescriber's instructions for administration. We will not accept medicines that have been taken out of the original container nor make changes to the dosages on parental instructions. Where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, this should happen.

All pupils at this school with medical conditions have easy access to their emergency medication. Pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. This is also the arrangement for any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is stored in the medical cabinet in the Staff room. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and a reserve member of staff) to assist in helping them take their medication safely.

A pupil who has been prescribed a controlled drug may possess it where this has been agreed as appropriate and the pupil is competent to do so. Otherwise, controlled drugs will be stored securely in a non-portable locked container with access restricted to authorised staff. The school will keep an appropriate record when a controlled drug is administered and will follow safe storage and disposal requirements.

No member of staff is required to administer medicines or provide medical support unless this forms part of their role or they have agreed to undertake the responsibility. The Headteacher will nevertheless ensure that sufficient suitably trained and competent staff are available to implement this policy and individual healthcare plans, including contingency arrangements for absence and off-site activities. Staff must not undertake a healthcare procedure for which they have not received appropriate information, instruction or training.
Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonable parent in an emergency situation. This may include taking action such as administering medication.

Where intimate or personal care is involved, arrangements will protect the pupil's dignity, privacy and safeguarding needs and will be agreed through the Individual Healthcare Plan or relevant care plan. The school will not delay necessary medical support because a staff member of a particular gender is unavailable.

Parents at this school understand that if their child's medication changes or discontinued, or the dose or administration method changes, that they should notify the school immediately. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits must ensure they are aware of any pupils with medical conditions on the visit. They must ensure they receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed before embarking on the visit. If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service.

This is always addressed in the risk assessment for off-site activities. If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

Unacceptable practice

preventing pupils from easily accessing inhalers, adrenaline or other emergency medication when they need it;

assuming every pupil with the same condition requires the same support;

ignoring the views of the pupil, parent or healthcare professional, or ignoring medical evidence or opinion without good reason;

sending an unwell pupil to the school office or medical room alone or with another pupil where adult support is needed;

penalising a pupil for attendance or learning affected by their medical condition without considering the circumstances and appropriate support;

preventing pupils from drinking, eating, taking toilet or other breaks, or taking medication where this is required to manage their condition;

requiring parents to attend school routinely to administer medication or provide medical support where the school should make reasonable arrangements;

creating unnecessary barriers to participation in trips, residentials, physical activity or other school opportunities.

7. 7. Safe storage, access and disposal of medicines

All medication is sent home with pupils at the end of the school year. Medication is not stored in the summer holiday. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available. Most pupils at this school keep their emergency medication on them or in a secure place in the classroom. Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medication, know exactly where to access their emergency medication.

Regular medication is located in the First Aid room in a locked cupboard (out of reach of children).

Safe storage – non-emergency medication

All non-emergency medication (for residential visits) is kept in a secure place, in a high cupboard in a cool dry place. Staff ensure that medication is only accessible to those for whom it is prescribed. Non- emergency medication is located in the medical cupboard in the Staff Room - ALL members of staff have access to this cupboard.

Safe storage – general

There is an identified member of staff who ensures the correct storage of medication at school. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves. Three times a year the identified member of staff checks the expiry dates for all medication stored at school. This is completed at the start of the Autumn Term, Spring Term and Summer Term.

The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves. All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication and expiry date. The prescriber's instructions for administration, including dose and frequency are included.

Medication is stored in accordance with instructions, paying note to temperature. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal
Parents at this school are asked to collect out-of-date medication. If parents do not pick up out-of- date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

8. This school has clear guidance about record keeping

Enrolment forms
Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. This information is then recorded on the school's Arbor system.

Medical Plans
This school uses a Individual Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required. *(See Appendix 1 – Form 1)*

A Health Care Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.
See Appendix 1 – Form 2, See Appendix 1 – Form 3

The parents, healthcare professionals and pupil with a medical condition are asked to fill out the pupil's Medical Plan together. Parents then return these completed forms to the school.

This school ensures that a relevant member of school staff is also present, if required to help draw up a Individual Healthcare Plan for pupils with complex healthcare or educational needs.

When an Individual Healthcare Plan is required

Not every pupil with a medical condition will require an Individual Healthcare Plan (IHP). The Headteacher, working with the parent, pupil and relevant healthcare professional, will decide whether an IHP is needed. An IHP will normally be appropriate where a condition is long-term, complex, fluctuating, potentially life-threatening, requires emergency intervention or where arrangements need to be coordinated across staff, activities or settings. Plans will be developed in partnership, implemented promptly and reviewed at least annually or earlier when needs change.

School Medical Plan register
Individual Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school. The responsible member of staff follows up with the parents any further details on a pupil's Medical Plan required or if permission for administration of medication is unclear or incomplete.

On-going communication and review of Medical Plans
Parents at this school are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Staff at this school use opportunities such as teacher– parent interviews and home–school diaries to check that information held by the school on a
pupil's condition is accurate and up to date. The parents of ALL children with Individual Healthcare Plans are contacted at the start of each term to remind them to amend or update the Health Care Plans as necessary. Every pupil with a Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Storage and access to Health Care Plans
Parents and pupils at this school are provided with a copy of the pupil's current agreed Individual Healthcare Plan. Individual Healthcare Plans are kept against the student record in Arbor and in a secure central location at school. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Individual Healthcare Plans, for those students with complex health needs. These copies are updated at the same time as the central copy. All members of staff who work with groups of pupils have access to the Individual Healthcare Plans of pupils in their care via Arbor.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Individual Healthcare Plans of pupils in their care. This school ensures that all staff protect pupil confidentiality. This school seeks permission from parents to allow the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Individual Healthcare Plan. This school seeks permission from the pupil and parents before sharing any medical information with any other party, such as sporting events or workshops taking place at a different setting.

Use of Medical Plans

Health Care Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- ensure that all medication stored at school is within the expiry date.
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

If a pupil requires regular prescribed medication at school, parents are asked to provide consent on their child's Individual Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Individual Healthcare Plan. The school and parents keep a copy of this agreement. Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Individual Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. (Form C) This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours. *See Appendix 1 – Form 4*

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Individual Healthcare Plan.

All parents of pupils with a medical condition attending a school trip orovernight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away. *See Appendix 1 – Forms 2 and 3*

Other record keeping
This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. *See Appendix 1 – Forms 2 and 3*

This school holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training. *See Appendix 1 – Form 4 and register of those staff who have received training in first aid*.

This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

9. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment
This school is committed to providing a physical environment that is accessible to pupils with medical conditions. Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible. This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions
This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school. This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies. Staff use opportunities such as personal, social and health education (PSHCE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity
This school understands the importance of all pupils taking part in sports, games and activities. This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all

pupils.

This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities. This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed. This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The school's SEND coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered. This school ensures that lessons about common medical conditions are incorporated into Life Skills lessons and other parts of the curriculum. Pupils at this school learn about what to do in the event of a medical emergency.

Residential visits

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

10. This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. School staff have been given training on medical conditions such as asthma and Epipen requirements. Additional training will be provided as required. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions. See Asthma Policy.

This school uses Individual Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

Full health and safety risk assessments are carried out on all out-of-school activities before they

are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

11. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical conditions policy at this school.

These roles are understood and communicated regularly.

This school's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips

- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

This school's head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Individual Healthcare Plans
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation

- Report back to all key stakeholders about implementation of the medical conditions policy.

All staff at this school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency understand the school's medical conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Medical Plan
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support

- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
-

Teachers at this school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

The school nurse at this school has a responsibility to:

- Help update the school's medical conditions policy
- Help provide regular training for school staff in managing the most common medical conditions at school
- Provide information about where the school can access other specialist training.

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- When necessary ensure that an ambulance or other professional medical help is called.
-

Special educational needs coordinators at this school have the responsibility to:

- Help update the school's medical condition policy
- Know which pupils have a medical condition and which have special educational needs because of their condition
- Ensure pupils who have been unwell catch up on missed schoolwork

- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- Complete the pupil's Medical Plans provided by parents
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- Understand and provide input in to the school's medical conditions policy.

Emergency care service personnel in this area have a responsibility to:

- Have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care
- Understand and provide input in to the school's medical conditions policy.

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another pupil is feeling unwell
- Let any pupil take their medication when they need it, and ensure a member of staff is called
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- If mature and old enough, know how to take their own medication and to take it when they need it
- Ensure a member of staff is called in an emergency situation.

The parents of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition ensure the school has a complete the required information on Arbor and up-to-date Individual Health Care Plan for their child
- Inform the school about the medication their child requires during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist

healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition

Complaints and concerns
Parents or pupils who are dissatisfied with the support provided should raise concerns with the Headteacher in the first instance. If the matter is not resolved, the school's published complaints procedure should be followed. Safeguarding concerns must be reported immediately through the school's safeguarding procedures and must not wait for the complaints process.

12. 12. Monitoring, review and evaluation

This policy will be reviewed at least annually and sooner where there is a significant incident, change in legislation or statutory guidance, or evidence that arrangements are not working effectively. Review will consider feedback from pupils, parents, staff and relevant professionals; medical incidents and near misses; training and competency; accessibility and inclusion; and lessons arising from safeguarding, attendance, educational visits and allergy safety.

The governing body will assure itself that arrangements are implemented effectively.

Key statutory guidance and legislation (reviewed September 2026)
Children and Families Act 2014, section 100 - supporting pupils with medical conditions.
Department for Education: Supporting pupils at school with medical conditions - statutory guidance.
Children's Wellbeing and Schools Act 2026, section 34 - allergy safety.
Department for Education: Allergy safety in schools - statutory guidance (2026).
Keeping Children Safe in Education 2026 and Working Together to Safeguard Children 2026.
Equality Act 2010 and SEND Code of Practice: 0 to 25 years.
Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

Further advice and resources

The Anaphylaxis Campaign
PO Box 275
Farnborough
Hampshire GU14 6SX
Phone 01252 546100 Fax 01252 377140
info@anaphylaxis.org.uk www.anaphylaxis.org.uk

Asthma UK
Summit House
70 Wilson Street
London EC2A 2DB
Phone 020 7786 4900 Fax 020 7256 6075
info@asthma.org.uk www.asthma.org.uk

Diabetes UK
Macleod House
10 Parkway
London NW1 7AA
Phone 020 7424 1000 Fax 020 7424 1001
info@diabetes.org.uk www.diabetes.org.uk

Epilepsy Action
New Anstey House
Gate Way Drive
Yeadon
Leeds LS19 7XY
Phone 0113 210 8800 Fax 0113 391 0300
epilepsy@epilepsy.org.uk www.epilepsy.org.uk

Long-Term Conditions Alliance
202 Hatton Square
16 Baldwins Gardens
London EC1N 7RJ
Phone 020 7813 3637 Fax 020 7813 3640
info@ltca.org.uk www.ltca.org.uk

Council for Disabled Children
National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 1900 Fax 020 7843 6313
cdc@ncb.org.uk www.ncb.org.uk/cdc

National Children's Bureau
National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 6000 Fax 020 7278 9512
www.ncb.org.uk

Form 1 – Individual Healthcare Plan

Name	
Address	
Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Form 2 – Permission to Give Medicine

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that.....(Full name of Pupil) be given the following medicine(s) while at school:

Date of birth ..... Class .....

Medical condition or

illness..... Name/type of

Medicine ..... (as described on container)

Expiry date..... Duration of

course..... Dosage and method ..... Time(s)

to be given..... Other instructions

.....

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP .....

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed ..... Print Name .....(Parent/Guardian)

Daytime telephone number .....

Address .....

.....

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service.

Record of Medicine given

Date	Time	Name of Medicine	Dose given	Any reactions	Signature/name of staff	Counter signed

Form 4 – Training Register

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Form 5 – Form C

Name of school	Hermitage Primary School
Residential Visit to	
Child's name	
Year	
Date of birth	
Child's address	
Medical condition/requirements	
Family Contact Information	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Second Contact	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	
Medical Information	
Immunisations to date	
Recent Illnesses	
Past broken bones/serious injuries	
G.P.	
Name	
Phone no.	

Address

Signed by _____

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when