Staples Road Primary School

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY (INCORPORATING MEDICINES POLICY)

STRIVE, RESPECT, SUCCEED

Approved by:	Governing Body
Last reviewed on:	October 2026
Next review due by:	October 2028

Introduction

Section 100 of the Children and Families Act 2014 places a duty on the Governing Board to make arrangements for supporting pupils at Staples Road Primary School with medical conditions.
Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission, or excluded from school on medical grounds alone.
However, teachers and school staff in charge of pupils have a common law duty to act in the place of the parent (in loco parentis) and may need to take swift action in an emergency. This duty also extends to teachers/adults leading activities taking place off the school site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication, and should supply the school with all the necessary information.
This policy will be reviewed regularly and will be readily accessible to Parents/Carers and Staff on our school website.

Background

All schools must have a policy to make arrangements to support children with medical conditions and to be able to demonstrate that this is implemented effectively.
Pupils' medical needs may be broadly summarised as being of two types:

- **Short term** - affecting their participation in school activities because they are on a course of medication.
- **Long-term** - potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, Staples Road Primary School will comply with their duties under that Act.
Some children may also have special educational needs (SEN) and may have an Education and Healthcare Plan (EHCP), which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice 2014.

Roles and Responsibilities

The Governing Body

- Must make arrangements to support pupils with medical conditions in school, including making sure that a policy is developed and implemented.
- Should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

The Headteacher

- Should ensure that their school's policy is developed and effectively implemented.
- Should ensure that all staff members are aware of the policy and understand their role in its implementation.
- Should ensure that sufficient trained staff are available to implement the policy and deliver all individual healthcare plans.
- Has overall responsibility for the development of individual healthcare plans.

School Staff

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administration of medicines, although they cannot be required to do so.
- School staff should receive sufficient and suitable training before taking on responsibility.

Parents

- Should provide the school with sufficient and up-to-date information about their child's medical needs.
- Should be involved in the development and review of their child's Individual Health Care Plan (IHP).
- Must ensure all prescribed medicines are supplied to the school in the original packaging, with a pharmacy label clearly showing the child's details and dosage.

Procedures at Staples Road Primary School

Individual Health Care Plans (IHPs)

At Staples Road Primary School, the responsibility for overseeing the support for pupils with medical conditions has been delegated to the SENCo, working alongside the Headteacher. IHPs capture key information and emergency protocols, ensuring clear action plans exist for long-term or complex medical needs. Copies are preserved in key accessible points (Front Office, The Barn, and classroom SPOT folders).

Managing Medicines in School

- Medicines should only be administered at school when it would be detrimental to a child's health or attendance not to do so.
- Written parent/carer consent is required for all prescribed medication.
- **Inhalers:** Stored in classrooms, easily accessible, and taken on all outings and PE sessions.
- **Epipens:** Stored in labeled plastic tubs in the front office with pupil photographs.
- **Refrigerated medicines:** Maintained securely in the main office refrigerator.

Emergency Procedures

In a medical emergency, staff will call 999 for an ambulance, clear instructions will be provided to emergency services, and parents will be notified immediately.

Unacceptable Practice

It is unacceptable practice to send children home unnecessarily, ignore parental/medical views, prevent children from accessing food/drink/toilet breaks needed to manage conditions, or create unnecessary barriers to school trips and activities.

Complaints

Concerns regarding medical support should be discussed directly with the Class Teacher, SENCO, or Headteacher, or escalated through the formal School Complaints Procedure.