

Federation of St Charles and St Mary's Catholic Primary Schools



Supporting Children In/Out of School with Medical Conditions

The Policy was reviewed by the Governing Body: Autumn 2025

Date policy to be reviewed: Autumn 2027

The School Governors Federation Ethos Statement

As Governors we acknowledge our responsibilities as strategic leaders to ensure every child, in St Charles' and St Mary's Schools, are given the best possible opportunities to reach their full potential, spiritually and academically. We do this by promoting high standards of educational achievement, pastoral care and by modelling of the values proclaimed in the Gospel in both communities.

We are strongly committed to building and strengthening the shared Catholic ethos of both schools whilst maintaining their individual identities.

We strive to build on the values started at home and seek to provide an environment where beliefs and the ethos of the Catholic faith are taught, explored, developed and nurtured. We aim for all our children to believe in their own potential, in an environment where they can flourish, succeed and achieve.

As a governing body we have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction which aim to deliver high expectations and to improve the lives and outcomes of all students.
- Holding the Executive Head Teacher and both Heads of School, to account for the educational performance of the school and its pupils, and for ensuring excellent quality of teaching.
- Overseeing the financial performance of the school and making sure its money is well spent.

As governors, we bring a wide variety of experience and expertise to the schools, and this ensures that both schools move forward and standards are constantly raised in a way that is in line with the overarching ethos and vision of the schools, along with the statutory directives from the Department for Education and The Archdiocese of Westminster.

Federation Motto:

Together in faith, we love and learn

AIMS

The Staff and Governors of St Charles and St Mary's Schools understand that they have 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.

Both Schools aim to provide *all* children with *all* medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

We aim to include all pupils with medical conditions in all school activities.

We want parents and carers of pupils with medical conditions to feel secure in the care their children receive at this school.

We ensure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency. They are aware of the School's Evacuation and School Lockdown Policy.

We understand 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 St Mary's School. Staff receive training on the impact this can have on pupils such as Epi-pen training.

This medical conditions policy is understood and supported by the whole school and local health community.

PROCEDURE

The person responsible, named at the end of this document, is accountable for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained

- All relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- Supply teachers are briefed
- Risk assessments for visits and activities out of the normal timetable are carried out
- Individual healthcare plans are monitored (at least annually)
- Transitional arrangements between schools are carried out
- If a child's needs change; the above measures are adjusted accordingly

Where children are joining St Mary's Catholic Primary at the start of a new academic year, these arrangements should be in place for the start of term.

Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan, which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

CONSULTATION WITH KEY STAKEHOLDERS

St Mary's school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions
- School Nurse
- Headteacher
- teachers
- Special Educational Needs Coordinator
- Pastoral care, RSHE and PSHE Leader
- members of staff trained in First Aiders
- all other school staff
- Federated Governing Body

COMMUNICATING WITH STAFF, PARENTS AND KEY STAKEHOLDERS

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

- through the school's Student Council Body
- in Religious Education (RE) and personal, social and health education (PSHE) classes
- through school-wide communication about results of the monitoring and evaluation of the policy.

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

- at the start of the school year when communication is sent out about Healthcare Plans and medical arrangements.
- in the School Newsletter at several intervals in the school year
- when their child is enrolled as a new pupil
- via the school's website, where it is available all year round

School staff are informed and regularly reminded about the medical conditions policy:

- through copies available in the Staffroom and on the Website.
- at scheduled medical conditions training
- all supply and temporary staff are informed of the policy and their responsibilities. They are asked to study photographs of pupils with allergies displayed in each classroom.

Photographs of children with allergies

Photographs of all children with allergies are filed in the Medical folders and placed in the staffroom and also in their classroom where staff can have easy access. Supply teachers are asked to familiarise themselves with these children when they sign in at the start of the day. These photographs are also displayed in the kitchen, next to the serving hatch, to help the kitchen staff to identify the children as they serve.

TRAINING

All staff are aware of the most common serious medical conditions at each Federation school.

Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

All staff who work with groups of pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.

We use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

We have procedures in place so that a copy of the pupil's 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.

GENERAL EMERGENCY PRODECURES

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within each Federation school.

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. A child with a head Injury will be accompanied by two members of staff.

ADMINISTERING MEDICATION IN SCHOOL

Administration – emergency medication

All pupils with medical conditions have **easy access to their emergency medication (In the classroom and the Dining Hall).**

Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (usually a first aider) to assist in helping them take their medication safely.

Administration – general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff.

We understand the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

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

Parents should understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. 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. This is done via the School's Risk Assessment form.

If a trained member of staff, who is usually responsible for administering medication, is not available the School makes alternative arrangements to provide the service.

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.

ILLNESS AND MEDICATION

Illness in School

When a child is considered too ill to remain in school, the Head of School or Assistant Head must be informed, unless urgent treatment is required. The secretary, or a member of staff will then telephone parents/guardians or an emergency contact number.

Medicines

The best place for a child that is unwell is at home. Sick children are unable to cope with school activities, and in the case of infectious illness the other children and staff are at risk. In general, at St Mary's we advise parents that medicines should not be brought into school, although there are certain circumstances where the dispensing of medicines is a straight forward discharge of the "loco parents" duty of care, as in case of long term illnesses, such as Asthma or Epilepsy. Medication in these cases may need to be given during the school day or be available in an emergency.

When a child is required to take medication within school hours, they should have a letter/certificate from a doctor indicating that they are fit to attend school.

Safe storage – non-emergency medication

All non-emergency medication must be kept in the refrigerator in the Main School Office. Medicines are kept in sealed plastic wallets.

Pupils may be responsible for their own inhalers, although younger pupils may need guidance from a member of staff.

Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Inhalers and Epi-Pens

Individual inhalers and Epi-Pens are stored in children's classrooms, in clearly labelled plastic zip wallets, easily accessible. There is a Medical File in each class as well, containing

all the relevant information and Individual Health Plans for identified pupils. In case of allergies, the photo of a child with allergens is displayed in the kitchen for catering staff's reference.

Administration

The administration of medicines is carried out by a First Aider. The label on the medicine container should be checked against the school medicine record. Discrepancies should be queried with the parent before administering a medicine. A record of dosages should be kept on the form.

Disposal

Medicines no longer required should be returned to the parent for disposal. In the last resort unwanted medicines should be disposed of on the school premises by the Health & Safety Coordinator

The identified member of staff in each Federation school checks the expiry dates for all medication stored at school each term.

The identified member of staff in each Federation school, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled 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, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils in each respective Federation school may need to be refrigerated. All refrigerated medication is stored in an airtight container and must be clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils.

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 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.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician 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.

RECORD KEEPING

Enrolment forms

Parents 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.

HEALTHCARE PLANS

Drawing up Healthcare Plans

We use a Healthcare Plan, where appropriate, 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 Healthcare Plan if required.

A Healthcare 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.

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

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

School Healthcare Plan register

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 both Federation schools.

The identified member of staff in each school follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents are regularly reminded to update their child's 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 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.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Parents at this school are provided with a copy of the pupil's current agreed Healthcare Plan.

Healthcare Plans are kept 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' Healthcare Plans. 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 Healthcare Plans of pupils in their care.

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 Healthcare

Plans of pupils in their care.

The School ensures that all staff protect pupil confidentiality.

The school seeks permission from parents to allow the 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 Healthcare Plan.

The school seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

- Healthcare Plans are used by the 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.

Other record keeping

The 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.

CONSENT TO ADMINISTER MEDICINES

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's 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 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 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 Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

RESIDENCIAL VISITS

Parents are sent a medical form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. 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.

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 Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

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.

We understand 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.

The residential visit form also details what medication and what does 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.

AN INCLUSIVE ENVIRONMENT

Physical environment

St Charles and St Mary's are 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. Both schools recognise that this sometimes means changing activities or locations.

Social interactions

We ensure 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.

We ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as breakfast club, school productions, after school clubs and residential visits.

All staff at both schools 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 (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

Both schools understand the importance of all pupils taking part in sports, games and activities.

Both Schools ensure 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.

Both schools ensure 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.

Both Schools ensure 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.

Both schools ensure all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Both Schools ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

We ensure 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 both schools are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN 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.

We ensure that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

AN AWARENESS OF COMMON TRIGGERS

We are committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

We use 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.

We review 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.

RESPONSIBILITIES

St Charles and St Mary's work 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.

Governors

- 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
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Executive Head/Head of Schools

- 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' 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 school staff

- 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 Healthcare 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.

Teaching staff

- 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.

School nurse or school healthcare professional

- 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

- 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 Coordinator

- 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.

Local doctors and specialist healthcare professionals

- complete the pupil's Healthcare 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 services

- 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.

Pupils

- 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.

Parents/Carers

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare 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.

If your child cannot attend school due to a medical condition

If your child cannot attend because of illness or injury, we will work closely with the local council to provide support to make sure your child's education does not suffer.

The school's role

The school will:

- let the Local Authority know if your child is likely to be away from school for more than 15 school days
- give the local council information about your child's needs, capabilities and the programme of work
- help them reintegrate at school when they return
- make sure they're kept informed about school events and clubs
- encourage them to stay in contact with other pupils, for example through visits or videos

The Local Authority's role

If your child is going to be away for a long time, the local council will make sure they get as normal an education as possible.

This could include arranging:

- home teaching
- a hospital school or teaching service
- a combination of home and hospital teaching

The local council must make sure your child continues to get a full time education - unless part time is better for their health needs.

The local council should also:

- have a senior officer in charge of the arrangements and a written policy explaining how they'll meet their responsibilities
- make sure your child is not without access to education for more than 15 school days
- arrange education from the start of your child's absence if it's clear they're going to be away from school for long and recurring periods

Virtual Home Learning

If children are unable to attend School due to an illness or medical condition but are still able to complete work, (such as isolating from Covid), then the School will provide appropriate home learning activities via the Google Virtual Platform.

NOTES

The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

The following practice is considered **not acceptable**:

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- ignoring the views of the child, their parents; ignoring medical advice or opinion
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalising children for their attendance record if their absences are related to their medical condition that is recognized under this policy

- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their child, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs)
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child)

COMPLAINTS

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Supporting Pupils with Medical Conditions

Medical Forms and Templates – 2026/27

Purpose. These forms are designed for use alongside the Federation Supporting Pupils with Medical Conditions Policy and St Mary's local arrangements. They are intended to support consistent recording, communication, planning and review. They should be completed with the pupil, parent/carer and relevant healthcare professionals where appropriate.

Important 2026 note. The Department for Education's existing statutory guidance on supporting pupils with medical conditions remains in force while revised guidance is developed. Separate statutory Allergy Safety in Schools guidance was published on 6 July 2026. This pack therefore includes dedicated allergy/anaphylaxis paperwork.

Forms should be adapted to the individual child's clinical advice and should not replace a clinician's written instructions or emergency plan.

Implementation Notes

These forms should be read with the Federation Supporting Pupils with Medical Conditions Policy, the school's safeguarding arrangements, first aid arrangements, medication procedures, allergy safety policy and relevant emergency plans.

Records and confidentiality

Medical information should be stored securely and shared only with staff/agencies who need the information to support the pupil safely. Staff should know where relevant emergency information is held and how to access it promptly.

Individualisation

An IHP is not required for every pupil with a medical condition. Where an IHP is needed, it should reflect the child's individual clinical advice, needs, capabilities and reasonable adjustments.

Emergency situations

In an emergency, staff should act in accordance with the child's healthcare/emergency plan and call 999 where required. A pupil's emergency medication must be accessible and staff must know the arrangements.

Allergy safety

St Mary's should maintain its separate Allergy Safety Policy and implement the 2026 DfE statutory Allergy Safety in Schools guidance, including appropriate staff training, IHPs and arrangements for adrenaline devices.

Review

Review forms whenever the pupil's needs, treatment, medication, school arrangements or clinical advice changes, and at least at the intervals set by the school's policy and individual plan.

Form 1 – Individual Healthcare Plan (IHP)

Pupil name	Date of birth
Class/year group	Parent/carer(s)
Medical condition(s)	Date plan commenced
Review date	School staff responsible

A. Medical condition and support required

Brief description of condition

Main symptoms/signs

Known triggers

What the pupil can manage independently

Support required in school

B. Medication and treatment

Medication/treatment	Dose
Route	When/how often
Storage/location	Expiry/check arrangements

C. What to do in an emergency**Early warning signs**

Immediate action

Emergency medication and location

When to call 999

Who contacts parent/carer

Any specific healthcare professional instructions**D. School arrangements****Lessons/activities requiring adjustments**

PE/sport/swimming

Educational visits

Catering/food arrangements

Attendance or access considerations

Emotional/wellbeing support

Risk reduction measures**E. Information sharing and review****Who needs to know and how information will be shared**

Pupil's views/preferences

Healthcare professional advice

Review arrangements

Name/signature	Date
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Review date	Next review date
Parent/carer signature	School representative signature

Form 2 – Parent/Carer Agreement for School to Administer Medicine

Pupil name	DOB
Class/year	Parent/carers
Emergency contact	GP/medical professional

Name of medicine

Strength

Dose

Method/route

Time(s) to be given

Start date

Expiry/review date

Storage instructions

Any special instructions

I confirm that the information above is accurate and that the medicine is prescribed/authorised for my child. I give permission for appropriately trained school staff to administer the medicine in accordance with the school's medical conditions policy and my child's healthcare instructions. I understand that I must inform the school of any changes.

Name/signature	Date
Review date	Next review date
Parent/carers signature	School representative signature

Form 3 – Record of Medicine Administered

Pupil				DOB		
Class/year				Medicine		
Prescribed dose				Usual time		
Storage location						
Date	Time	Dose given	Reason/trigger	Given by	Second check/witness where required	Parent/carer informed / notes

Form 4 – Missed Dose / Refusal / Medication Incident

Pupil	Date/time
Medicine	Prescribed dose
What happened	Immediate action taken
Parent/carers contacted	

Advice sought from healthcare professional/111/999 if applicable

Follow-up action

Record completed by

Where a serious incident or near miss occurs, follow the school's reporting, safeguarding and escalation procedures and retain records in accordance with the policy.

Form 5 – Staff Training and Competency Record

Staff member			Role	
Pupil/condition			Training topic	
Trainer/provider			Date trained	
Review/expiry date				

Staff member	Training/competency	Date	Trainer/assessor	Signature/notes

Form 6 – Asthma Support Plan

Pupil	DOB
Class/year	Parent/carers
Emergency contact	Asthma action plan date

Usual symptoms

Known triggers

Reliever inhaler name/dose

Where inhaler is kept

How pupil accesses inhaler

Other prescribed medication

During an asthma episode

Symptoms requiring reliever inhaler

Dose/use according to child's prescribed plan

When to repeat/use spacer if advised

When to call 999 – follow the child's asthma action plan and emergency guidance

Who contacts parent/carers

School arrangements

PE/exercise

Trips/swimming

Cold/weather/environmental triggers

Self-management skills

Staff who need to know

Name/signature	Date
Review date	Next review date
Parent/carers signature	School representative signature

Form 7 – Diabetes Healthcare Plan

Pupil	DOB
Class/year	Parent/carers
Diabetes type	Diabetes team/contact
Plan/review date	

Usual treatment/insulin regimen

Blood glucose/CGM arrangements

Hypoglycaemia signs and treatment

Hyperglycaemia signs and action

Food/snack arrangements

Physical activity

Medication/equipment storage

When to seek emergency help

Equipment and emergency supplies

Location of glucose/monitoring equipment

Location of hypo treatment

Location of medication

Staff trained

Name/signature	Date
Review date	Next review date
Parent/carers signature	School representative signature

Form 8 – Allergy and Anaphylaxis Individual Healthcare Plan

Complete this form alongside the child's allergy action plan/clinical advice. The school's Allergy Safety Policy and emergency procedures must also be followed.

Pupil	DOB
Class/year	Parent/carer
Allergen(s)	Diagnosis/clinical advice date
Review date	

Known symptoms

Previous severe reaction/anaphylaxis

Known exposure routes/triggers

Foods/products/medicines to avoid

Risk-reduction arrangements

Pupil's ability to self-manage

Adrenaline auto-injector (AAI) arrangements

Brand/device	Dose
Number supplied	Locations
Expiry dates	Who has access

Emergency response

Signs of anaphylaxis

Immediate action

AAI administration instructions – follow prescribed/emergency guidance

When to give second AAI if advised

Call 999

Position/monitoring and supervision

Parent/carer notification

Incident/near-miss reporting

Name/signature	Date
Review date	Next review date
Parent/carer signature	School representative signature

Form 9 – Medication / Emergency Medication Check

Pupil		Medication/device		
Storage location		Prescribed/authorised expiry		
Device/medicine expiry		Last check		
Next check		Checked by		
Date	Item checked	Expiry/condition	Action taken	Initials

Form 10 – Medical Conditions: Educational Visit / Off-Site Checklist

Pupil	Condition
Visit/date	Lead staff
Emergency contact	IHP reviewed by

Medication/emergency medication packed and checked

Medication accessible during travel/activities

Trained staff attending

Emergency procedures and 999 arrangements confirmed

Catering/allergen arrangements confirmed

PE/adventure/activity risks considered

Parent/carers information up to date

Alternative arrangements if required

Name/signature	Date
Review date	Next review date
Parent/carers signature	School representative signature

Form 11 – Medical Incident / Serious Incident / Near-Miss Record

Pupil	Date/time
Location	Condition/medication involved
Staff present	Incident/near miss

What happened – factual account

Immediate treatment/action

Emergency services/healthcare advice

Parent/carers contacted

Other agencies/professionals informed if appropriate

Follow-up required

Changes to IHP/risk assessment/training needed

Lessons learned

Name/signature	Date
Review date	Next review date
Parent/carers signature	School representative signature

Form 12 – Medical Conditions Review and Pupil Voice

Pupil	Class/year
Condition	IHP date
Review date	Parent/carers

What helps me feel safe at school

What I can do for myself

What I need adults to help me with

What I would like staff to understand

Any worries about medication/treatment

PE, trips or activities I need help with

What has changed since the last review

Actions agreed

Name/signature	Date
Review date	Next review date
Parent/carers signature	School representative signature