

St Peter's R.C. Primary School

Supporting Pupils with Medical Needs



Policy	Supporting Pupils with Medical Needs
Date	September 2025
Date of review	September 2026
Signed Chair of Governors	
Signed Headteacher	

We, the family of St Peter's, united in faith by God strive to learn and grow together to be the best we possibly can every day.

Rationales

This policy is written in regard to section 100 of the **Children and Families Act 2014** and DfE publication '**supporting pupils at school with medical conditions**' September 2014 (reviewed August 2017) <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>, which places a duty on Governing Bodies to make arrangements for supporting pupils at school with medical conditions.

Pupils with 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, in line with our safeguarding duties, St Peter's will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. Therefore, at St. Peter's, we do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so. Please read the 'Health protection in schools and other childcare facilities' September 2017 (reviewed March 2025), publication from Public Health England for further information <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>.

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 may have special educational needs (SEN) and may have an Educational Health Care 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 code of practice 2015.

Aims

To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and pupils themselves.

Objectives

Pupils have easy access to their medication and medication is allowed to be administered when and where necessary.

Provide medical attention and support through drawing up an Individual Health Care Plan (HCP) with the specific condition and treatment in consultation with the child, their parents/carers, school nurse and the medical professionals.

Include pupils with medical conditions in all school activities including external trips (unless specified in HCP), allocate extra adult support if necessary.

Plan an alternative attendance arrangement if it requires due to medical needs.

Allow flexibility for pupils to drink, eat or take toilet breaks whenever they need in order to manage their medical conditions effectively.

Administer emergency medication and to support pupils with any physical needs while they are at school.

Reintegration back into school is properly supported so that children with medical conditions do not fall behind when they are unable to attend. Short-term and frequent absences, including those for appointments connected with a pupils' medical condition (which can often be lengthy), also need to be effectively managed.

Appropriate support, home tutoring (LA provided) or home study pack is put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Procedure

Miss Doe (inclusion team) is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained (Appendix A)
- All relevant staff are made aware of a child's condition
- Other 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 health care plans are monitored and reviewed annually
- Transitional arrangements between schools are carried out
- If a child's needs change, the above measures are adjusted accordingly
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

Where children are joining St Peter's at the start of the academic year, these arrangements should be in place for the start of the term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible.

Any pupil with a medical condition requiring medication or extra support in school should have an Individual Health Care Plan (See Appendix B) which details the support the child needs. If a pupil does not require any medication or extra support during the school day, 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 and a risk assessment may be carried out by the responsible person and the schools designated First Aiders.

Individual Health Care Plans (HCP)

The following information should be considered when writing an HCP:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed including in emergencies.
- Who will provide the support.
- Who in school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents and the Inclusion Leader for medication to be administered by a member of staff or self-administer (children who are competent should be

encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision).

- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate confidently.
- What to do if a child refused to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.
- Where a child has SEN but does not have an Education and Health Care Plan, their special educational needs should be mentioned in their HCP.

A flow chart in **Appendix C** is showing the steps for developing an Individual Healthcare Plan.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body

- Should ensure that pupils at school with medical conditions are properly supported so that they can have full access to education, including school trips and physical education.
- Must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Should ensure that school leaders consult health and social care professional, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

The Head Teacher / Miss Doe (inclusion team)

- Should ensure all staff are aware of this policy and understand their role in its implementation
- Should ensure all staff who need to know are informed of a child's condition
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver the HCP, including emergency and contingency situations, and they are appropriately insured.

School Staff

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- All members of the school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurse

- Is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- May support staff on implementing a child's HCP and provide advice.
- May provide advice on developing healthcare plans.

- Specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes, epilepsy).

Pupils

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their HCP.

Parents

- Must provide the school with sufficient and up to date information about their child's medical needs.
- Be key partners and should be involved in the development and review of their child's health care plan.
- Should carry out any action they have agreed to as part of the HCP implementation.

Administering Medicines

Staff members **must not give** prescription medicines or undertake healthcare procedures without appropriate training. We have numerous staff members that are trained to administer First Aid. They have been trained by a first aid trainer or completed an accredited online first aid course. Alongside this at St Peter's, healthcare professionals, including the School Nurse, will be asked to provide any necessary training and subsequent confirmation of the proficiency of staff to carry out a medical procedure, or in providing medication. Administering any medication must be authorised by the Head Teacher or Miss Doe (inclusion team).

St Peter's will be following the DfE publication guidelines for administering medication to pupils at school:

- Medicines should only be administered at school when it would be detrimental to a child's health.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- Schools will only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools, inside an insulin pen or a pump, rather than its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent. Parents will need to complete the 'parental agreement for school to administer medicine' form (appendix D) if school agrees to provide that facility.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal.
- Sharp boxes will always be used for the disposal of needles and other sharps.
- School staff will administer medicines in accordance with the prescriber's instructions. School will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom.

Whether pupils need medication during school hours will be determined on a case-by-case basis and will be written down on the HCP of the pupil with medical conditions.

Children who can take their medicines themselves or manage procedures will have an appropriate level of supervision. If it is not appropriate for a child to self-manage, relevant staff will help administer medicines and manage procedures for them.

If a child refused to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the HCP. Parents should be informed so that alternative options can be considered.

Complaint Procedures

The school works, wherever possible, in partnership with parents to ensure a collaborative approach to meeting pupils' needs.

All complaints are taken seriously and are heard through the schools' complaints policy and procedure. Any parent/carer who has a complaint should first talk to the class teacher who will then refer the matter to the Miss Doe (inclusion team) or the Head Teacher. Alternatively, parents can make an appointment to meet with the Inclusion Leader through the school office.

Appendix A - Sufficient staff who are trained

St Peter's School

First Aiders

The nominated persons with first aid responsibilities for this establishment are:

Name	Qualified First Aiders/Expiry date	Location
Bridget Curtis	September 2026	Year 5
Darrelle Russell	January 2028	Whole school
Stephanie Doe	March 2027	Nazareth room
Betty Bombi	March 2027	Nazareth room
Jessica Cottrell	March 2027	Year 4
Carmel Casey	March 2027	Year 6
Rachael Jenkins	March 2027	Reception
Abida Shahzad	March 2027	Nazareth room
Jessica Bullen	March 2027	Office
	Paediatric First Aiders/Expiry Date	
Bhupinda Panesar	October 2026	Year 4
Teresa Burwood	October 2026	Year 2
Cathy Bergman	September 2026	Nursery
Danni Cosburn	October 2026	Reception
Janice Brown	May 2026	Office

HEALTH CARE FOR PUPILS IN PRE-SCHOOL/

MAINSTREAM SETTINGS

CARE PLANNING DOCUMENT

Name:

DOB:

Address:

NHS no:

Photo

(If Applicable)

Medical diagnosis:

Key implications for school.

Parent/Carer contact details:

Name:

Address:

Mobile:

Drawn up by:

Date:

Review date:

CONTACT DETAILS

To be completed by Parent(s)/Carer(s)

Named Nurse:

Tel:

G.P:

Tel No:

Paediatrician:

Tel No:

Hospital No:

Social Worker/

Children with Disabilities

Team

Other relevant professionals:

Name:

Tel No:

Name:

Tel No:

To be completed by SENCO

SENCO:

Tel No:

Educational

Psychologist: N/A..... Tel No:

Support staff in school: *(To be completed by school)*

Name(s)

Other staff:

☐

MDA

☐

TA

☐

Medical/Welfare Officer

CARE ISSUE	ACTION	BY WHEN/WHO

Name of Child: DoB:

I/We,, being the parent(s)/carer(s) of
the above-named child, have read and accept the Health Care Plan prepared for our child.

I/We acknowledge that medical/nursing care in school will be delivered by

.....

who have received training from, and have been assessed by

.....

The city council fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, have been provided with adequate training and are following the LEA's guidelines. For the purposes of indemnity, the administration of medicines falls within this definition and hence the staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where any incorrect dose is inadvertently given or where the administration is overlooked. In practice indemnity means the city council and not the employee will meet the cost of damages should a claim for alleged negligence be successful. It is very rare for school staff to be sued for negligence and instead the action will usually be between the parent and employers. Insurance in pre-schools is the responsibility of the setting.

Signature of Parent(s)/Carer(s):

.....

Print name(s):

.....

Date:

Signature of Headteacher/Manager:

Print name:

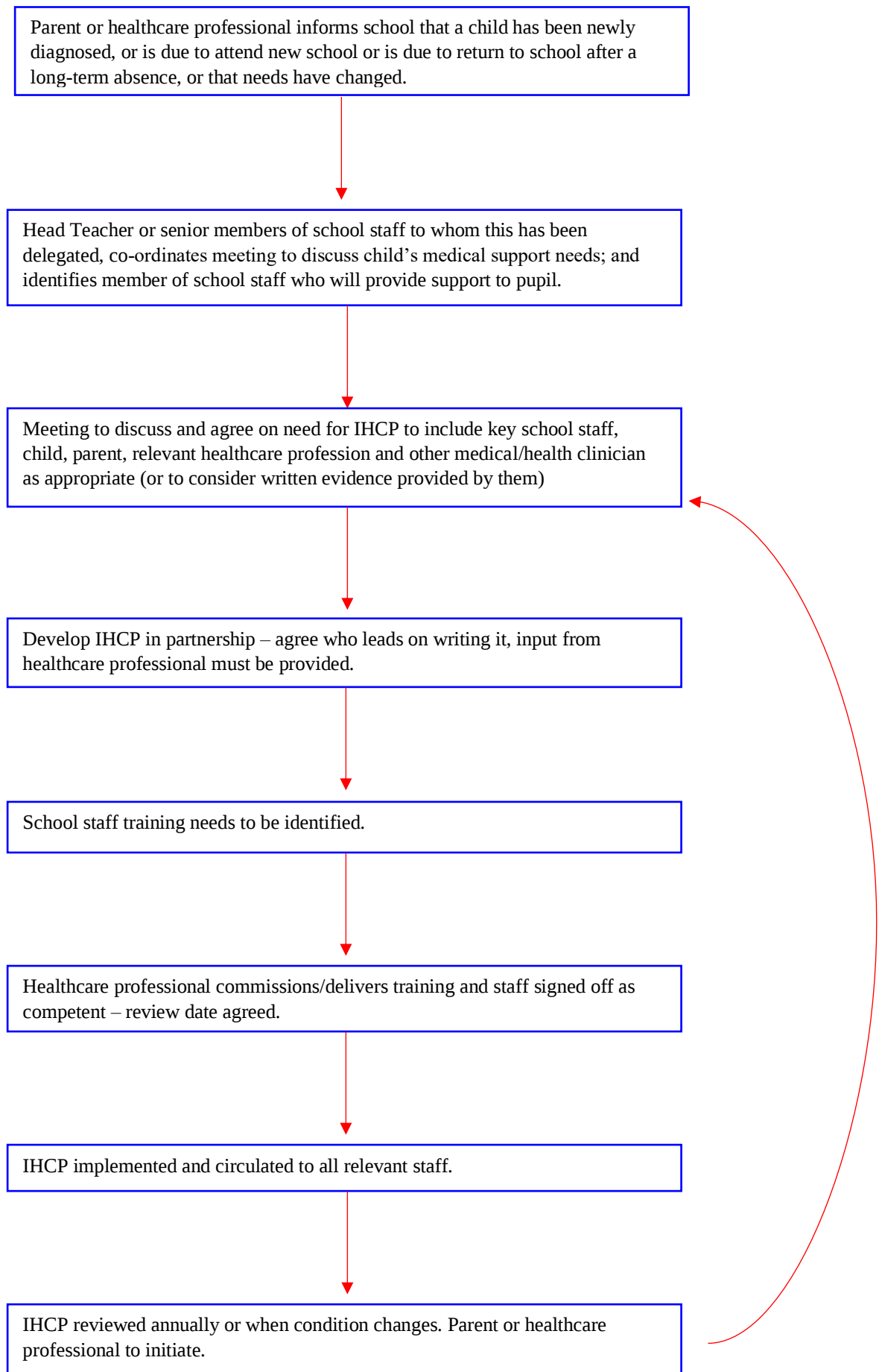
Date:

Signature of Named Nurse:

Print name:

Date:

Appendix C – Model process for developing Individual Healthcare Plans





Appendix D - Medical Consent Form



Parental Agreement for the School to administer medicine

All medication needs to be prescribe by a doctor or consultation and staff at St. Peter's RC Primary Scholl will not administer any medication to your child unless you have completed and signed this form.

Pupils Details

Full Name.....

Date of Birth.....

Class.....

Medication Details

Name of medication.....

Reason for medication

.....

Duration of medication.....

Medication was prescribed by

Contact details of doctor's surgery.....

Directions for use/dosage instructions

Dosage..... Method (spoon/syringe).....

Please not that we will not exceed the dose stated on the packaging/patient information leaflet unless advised by a doctor's note.

Time to be given..... Self-administrated: YES/NO

Any further instructions.....

.....

Contact details

Name..... Relationship to child.....

Address.....

.....

Contact telephone numbers.....

I understand that the medications must be delivered by a responsible person within the school.

I understand that all medications will be stored safely and securely in school.

I give consent to school staff administer medicine to my child.

Signed..... Date.....