All Saints' C. of E. Primary School

Policy Subject: Medical Conditions Policy

Date: September 2026

Vision:
Rooted in faith.
Growing through learning.
Enabling all to flourish.



***Philippians 4:13** - 'I can face all things through Christ who strengthens me'.*

The Deputy Designated Safeguarding Leads (D-DSLs)
Gemma Osafo – Deputy Head Teacher
Louisa Ball – Inclusion Manager
Janet Sharp – KS2 Phase Leader

Online Safety Lead (OSL)
Janet Sharp – KS2 Phase Leader

Designated Member of Staff for Looked After Children
Louisa Ball – Inclusion Manager

Governors with Responsibility for Safeguarding
Simon Oddie – Chair of Governors
Jacynth Bennett - Governor

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1. Aims

At All Saints' we understand that medical conditions requiring support at school can affect an individual's quality of life and may be life-threatening.

Our school supports pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how our school supports pupils with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regards to pupils with medical conditions
- Set out the procedure for creating, reviewing and managing Individual Healthcare Plans (IHPs)
- Set out how we manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

The named person with responsibility for implementing this policy is Louisa Ball, SENCO/Inclusion Manager and Medical Conditions Lead.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on supporting pupils with medical conditions at school and the Early Years Foundation Stage statutory framework from the Department for Education (DfE).

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility for making arrangements to support pupils with medical conditions.

The governing board will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to Louisa Ball, SENCO/Inclusion Manager.

3.2 Medical Conditions Lead

The SENCO/Inclusion Manager will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Healthcare Plans (IHPs), including in contingency and emergency situations
- Make sure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of Individual Healthcare Plans (IHPs)
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility of supporting pupils with medical conditions receive sufficient and suitable training, and achieve the necessary level of competency before doing so.

Teachers take into account the needs of the pupils with medical conditions that they teach. All staff know what to do and how to respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents/carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child's IHP, and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- Ensure all emergency medication (Epi-pens, inhalers etc) is kept up to date

3.5 Pupils

Pupils with medical conditions are often best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.

3.6 School nurses and other healthcare professionals

Our School Nurse team can notify us when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

At All Saints', we adhere to our legal responsibilities under the Equality Act 2010 and do not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

We consider what reasonable adjustments need to be made to enable pupils to participate fully and safely in school trips, visits and sporting activities.

Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers, and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When we are notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to help decide whether the pupil requires an Individual Healthcare Plan (IHP).

We make every effort to ensure that arrangements are put into place within two weeks, or by the beginning of the relevant term for pupils who are new to the school.

5.1 Obtaining information about medicines

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-year, we will send a form and put arrangements in place within two weeks.
- Send a reminder to parents/carers at the start of each year in the school newsletter, as well as a form to complete, if their child requires certain medicine(s).
- For pupils with a short-term medical condition that requires medication during school hours, we ask that parents/carers complete and sign a consent form which depicts the type of medication prescribed, the dosage to be given and how frequently (Appendix 5).
- In instances where a pupil has medication for asthma or an epi-pen device, an Individual Healthcare Plan (IHP) is created and agreed with parents. A copy is shared with parents/carers and relevant staff members.
- We ask that parents/carers proactively inform us by either phone call to the school or via email directly to the school office if their child's medical needs change during the school year.

6. Individual healthcare plans (IHPs)

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. The day-to-day responsibility has been delegated to Louisa Ball, SENCO/Inclusion Manager. Plans are reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans are developed with the pupil's best interests in mind and set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition require an IHP. It is agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This is based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans are drawn up in partnership with the school, parents/carers and relevant healthcare professionals, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil themselves will be involved wherever appropriate.

IHPs are linked to, or become part of, any Education, Health and Care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, their SEN is mentioned in the IHP.

The level of detail in the plan depends on the complexity of the child's condition and how much support is needed. The governing board, Headteacher and SENCO/Inclusion Manager will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil, during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so, **and**
- Where we have parents/carers' written consent

A written record is kept of when the medicine is administered and which staff member administered it. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone administering medication to a pupil (for example, for pain relief) will first check the recommended and maximum dosages for the pupil's age, and when the previous dosage was given.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely and in labelled containers with the pupil's name and photograph. Asthma inhalers are stored in the outer office. One epi-pen and antihistamine are stored in the outer office, and the second is stored in the safe in the pupils' classroom.

Staff and pupils are informed about where medicines are kept and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to staff and pupil, and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

7.2 Pupils managing their own needs

Pupils are not expected to manage their own medicines and procedures.

Pupils are not permitted to carry their own medicines and relevant devices. All medications are securely stored in the school office, with one epi-pen also accessible in the pupils' classroom safe.

Some pupils will be aware of when they require their medication to help manage their condition. Where appropriate, this information is shared in the child's IHP.

7.3 Unacceptable practice

All Saints' staff recognise that it is unacceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers; or ignore medical evidence or opinion
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- Send an ill pupil to the school office unaccompanied or with someone unsuitable (e.g. a fellow pupil)
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments

- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child

8. Emergency procedures

All Saints' staff understand and know to follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs clearly set out what constitutes an emergency and explain what to do in these circumstances.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives. All Saints' will always try to ensure that the staff member will be one of the school's First Aiders. Staff will ensure that either the paramedics and/or the hospital are aware of the contents of the pupil's IHP.

Schools in the UK are able to keep emergency allergy medication as well as that prescribed for individual pupils. All Saints' has one emergency Epi-pen and one emergency Asthma Pump, containing a reliever inhaler and spacer. This emergency medication is to be used only by pupils with a prescribed EpiPen or inhaler in the event that their devices do not work. Consent must be sought from parents/carers for the use of this emergency medication, within their IHP.

9. Training

Staff responsible for supporting pupils with medical needs receive suitable and sufficient training to do so.

Staff training needs are identified during the development and/or review of IHPs. Staff who provide support to pupils with medical conditions are included in meetings where this is discussed.

The relevant healthcare professionals lead on identifying the type and level of training required and will agree this with the Headteacher/Inclusion Manager. Training is kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers are informed if their child has been unwell at school.

IHPs are kept in a readily-accessible place that all staff are aware of.

10.1 Recording information about medicines

- When a child starts at All Saints', an information form is completed which details medical needs (see Appendix 2).

- Our school records are updated and all relevant staff members are informed.
- Individual Healthcare Plans (IHPs) are written by the Medical Conditions Lead and explained in detail to the parents/carers. It may also at times be appropriate to seek input from the school nurse.
- When a child requires the administration of medication, parents must fill out a form detailing this (see Appendix 3).
- The administration of any medication is logged by staff, with a file located in the school office.
- Our medical records are continuously updated as parents/carers or medical professionals inform us of any changes to a child's needs.
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

11. Liability and indemnity

The governing board ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

All Saints' uses the RPA Insurance Cover which includes third party liability cover.

12. Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the headteacher, in the first instance. The matter will then be dealt with directly or referred to the Governing Body.

13. Monitoring arrangements

This policy will be monitored by the Medical Conditions Lead.

It will be reviewed and approved annually by the Medical Lead and governing board.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints Procedure
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Allergy Policy
- Food hygiene and safety policy

The Medical Conditions Policy was reviewed in September 2026, by the FBB.

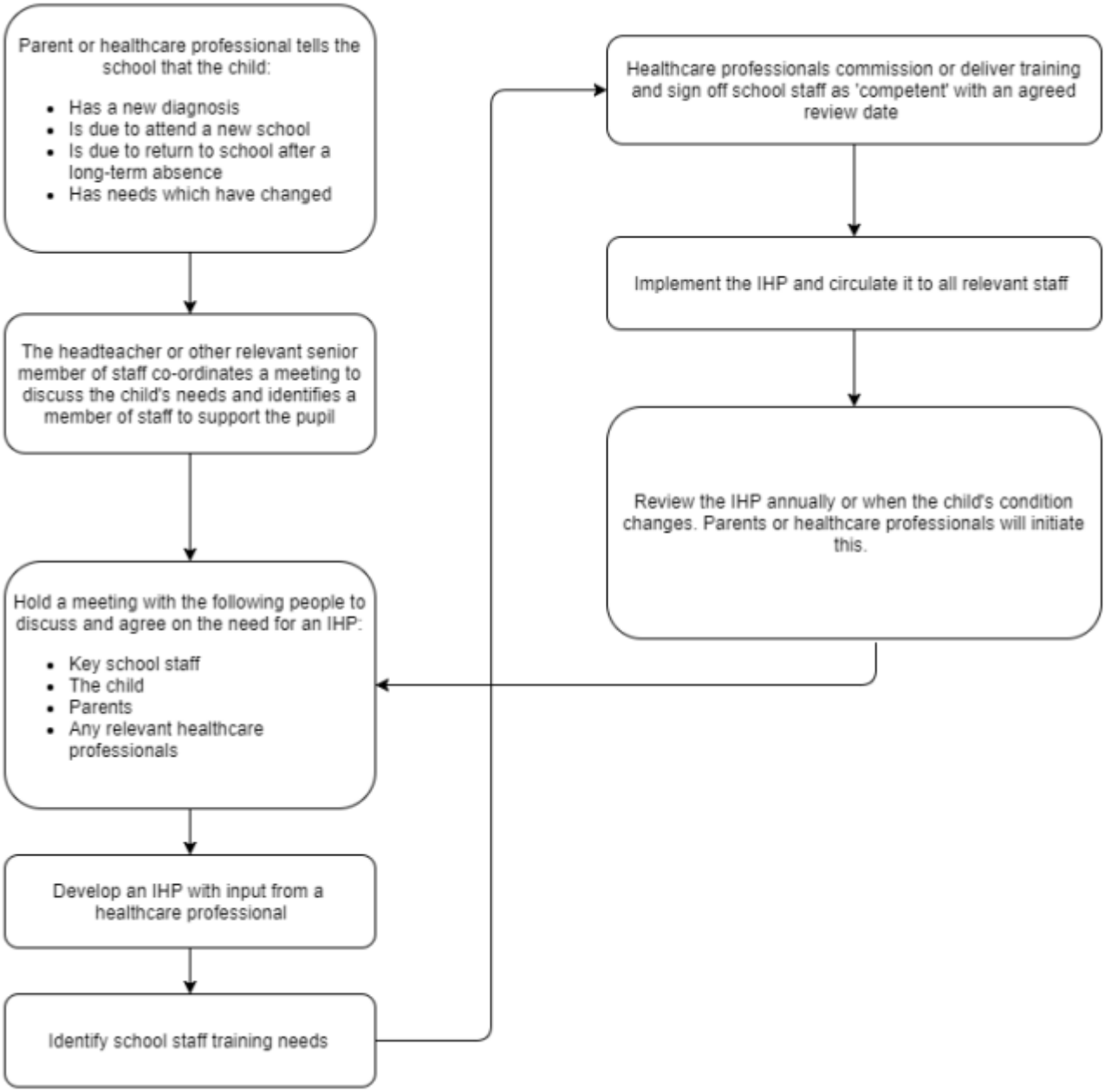
It was formally adopted and approved by Governors: 24.09.26

Signed:  **Date: 24.09.26**

Chair of Governors

Date of Next review (Annually): September 2027

Appendix 1: Being notified a child has a medical condition



Appendix 2: Procedures for children who are sick or infectious

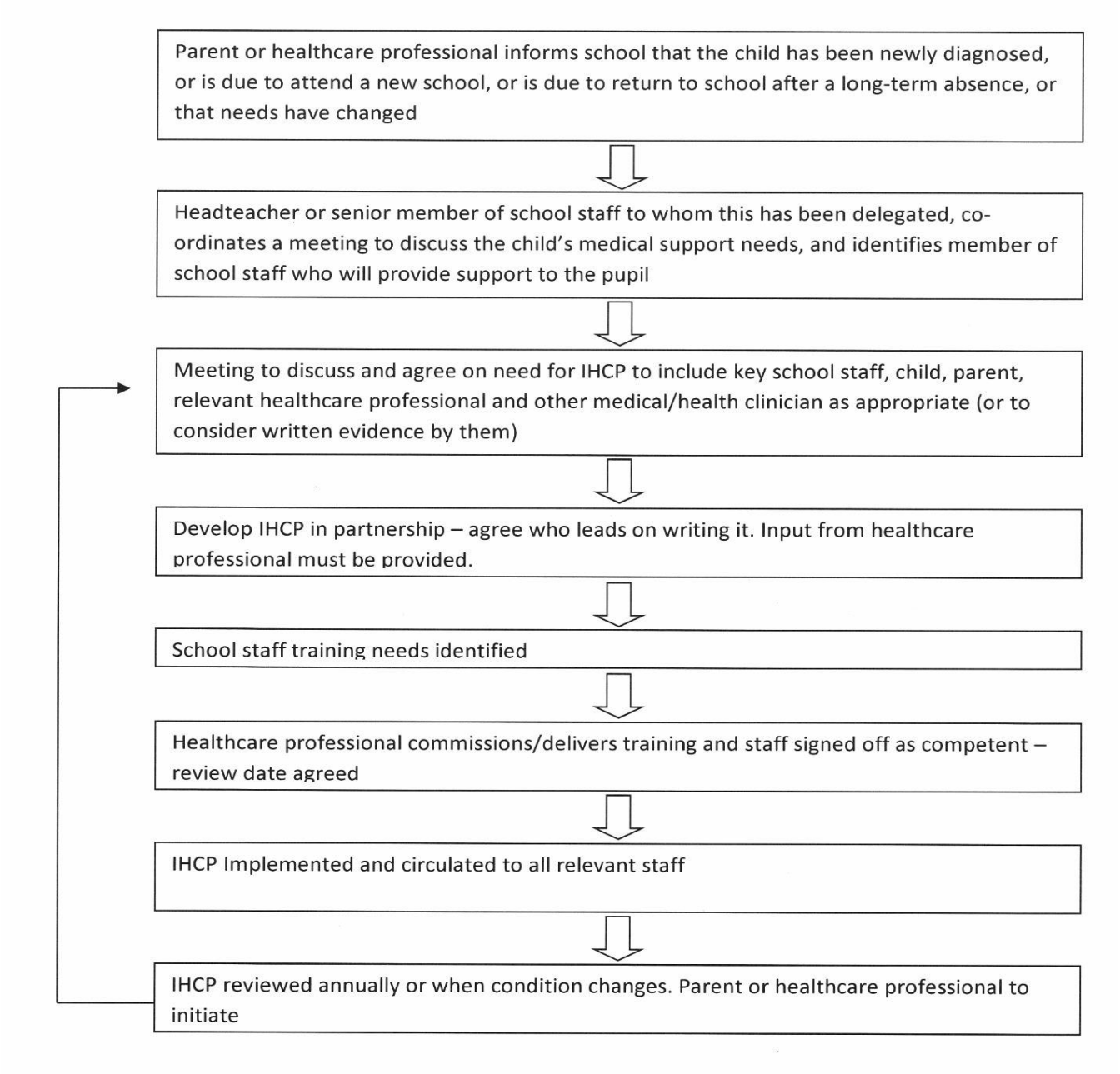
- Pupils who have an infectious disease shouldn't attend school/nursery
- Parents should notify the school if their child has an infectious disease
- If a pupil becomes unwell during the day – for example, they have a temperature, sickness, diarrhoea or stomach pains – the parents/carers will be contacted to collect their child
- Pupils with a temperature, sickness, diarrhoea or an infectious disease should not attend school/nursery while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to school
- Staff will notify parents if a risk to other pupils exists

Children with specific infectious diseases set out in the UK Health Security Agency's exclusion table will not be allowed to return to school/nursery until the appropriate exclusion period has passed.

We will take the following steps to prevent the spread of infection:

- Reducing or eliminating sources of infection through good hygiene practices
- Good handwashing practice
- Encouraging and facilitating healthy eating
- Ensuring that regulated food hygiene standard requirements in the maintenance of food preparation areas and preparation of food are followed
- Championing and educating staff, parents, carers and pupils on the importance of immunisation as a tool against infection (while recognising the individual's right to choose)
- Establishing a daily cleaning routine for:
    - Changing facilities
    - Play areas
    - Toys, activities and equipment

Appendix 3: Monitoring of IHPs



Appendix 4: Monitoring of IHPs

INFORMATION REQUESTED FOLLOWING ACCEPTANCE OF A SCHOOL PLACE OR OFFER OF A PLACE IN NURSERY

This information helps us complete various Council and Government Returns including the Department for Education and Wandsworth Education Authority.

All information will be treated as highly confidential

<table>
<tr><td>Child's First Names:</td><td>Child's Surname:</td></tr>
<tr><td colspan="2">Name by which you wish your child to be

known e.g on pegs, labels etc.:</td></tr>
<tr><td>Date of Birth:</td><td>Gender:</td></tr>
<tr><td>Home Address:

Do both parents live at address above: ☐

If not, please supply details:</td><td>Current Nursery, Playgroup or School (give name, address and telephone number):

Hours per week:

Start date:</td></tr>
<tr><td colspan="2">Are either of the addresses above: Bed and Breakfast accommodation YES / NO

Other Temporary accommodation YES / NO</td></tr>
<tr><td colspan="2">Home Telephone Number:

Please state in the boxes below who should be contacted 1st and 2nd when we need to telephone you during the school day.</td></tr>
<tr><td>Parent 1's Title and Full Name: ☐</td><td>Parent 2's Mobile Telephone Number:</td></tr>
<tr><td>Parent 1's Title and Full Name: ☐</td><td>Parent 2's Mobile Telephone Number:</td></tr>
</table>

Parent 1's Work Address:	**Parent 1's Work Telephone Number:**
Parent 2's Work Address:	**Parent 2's Work Telephone Number:**

Who has legal Parental Responsibility for your child?

Parent 1 ☐ Parent 2 ☐ Both ☐ Other ☐

If 'other', please give full details (name, address, tel no. relationship to child)

Email details:

Parent 1:

Parent 2:

Names of other people who could look after your child if we could not contact you:

First contact name: **Relationship:**

Telephone numbers:

Second contact name: **Relationship:**

Telephone numbers:

Has this child been excluded for another school? YES / NO

If so, which school?

Is the child Looked After by a Local Authority? **YES / NO** If yes, please give name of Local Authority	
Do you have a social worker? If so, please print name	
Are you on Income Support? **YES / NO**	**Are you on Family Credit/Job Seeker Allowance?** **YES / NO**
Does your child have any religious dietary requirements? **YES / NO** Please advise if YES	**Does your child have an allergy to any specific type of food?** **YES / NO** If so, please specify and provide supporting medical evidence with this form
Details of your child's Doctor: **Name:** **Address:** **Telephone Number:**	
Does your child have any allergies to medicines or any other medical factors we should be aware of?	
Does your child have any Specific Medical Conditions? **YES / NO** (please circle or highlight and state the condition, attaching any relevant information)	
Does your child have any Special Educational Needs? **YES / NO** (please circle or highlight and state the SEN, attaching any relevant information)	

Does your child have a Statement of Special Educational Needs or an Education Health Care Plan? (please circle or highlight and enclose a copy) **YES / NO**	
Does your child have any fears/phobias?	
Child's Country of Birth:	**Child's Religion:**
Has your family be given/granted: - **Refugee status YES / NO** - **Asylum seeker status YES / NO**	**Is English an additional language?** **YES / NO**
National Identity:	**Other languages spoken at home:**

Details of Siblings:

Surname	First Name	Date of birth	School attending

What do you consider to be your child's and your ethnicity?: (please tick below)

	Child	Parent 1	Parent 2		Child	Parent 1	Parent 2
White British				Black Ghanaian			
White Irish				Black Nigerian			
Traveller of Irish Heritage				Black Somalian			
Gypsy/Roma				Black Caribbean			
White Eastern Europe				Any other Black background (please state)			
White Western Europe							
White and Black African				Indian			
White and Black Caribbean				Pakistani			
White and Asian				Bangladeshi			
Any other White background (please state)				Any other Asian background			
Latin/South/Central American				Any other ethnic background (please state)			

Thank you for taking the time to complete this form. As mentioned above, all information you supply on this form will be treated in the utmost confidence.

Appendix 5:

Parental agreement for All Saints' CE Primary School to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Child's name	
Date	/ /
Class	
Name and strength of medicine	
	/ /
Expiry date	
How much to give *(i.e. dose to be given)*	
When to be given	

Note: Medicines must be in the original container as dispensed by the pharmacy

Name and phone no. of GP	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.