

# **SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS**

ARDLEIGH GREEN INFANT & JUNIOR SCHOOLS  
May 2025



## Statement of Purpose

Ardleigh Green Infant and Junior Schools recognise our responsibilities under the Empower Learning Academy Trust's 'Supporting Pupils with Medical Needs Policy Statement'. We recognise and will meet our duties and responsibilities in relation to supporting pupils at school with medical conditions. These duties and responsibilities are contained in the procedures, legislation and statutory guidance listed below:

- Department for Education's statutory guidance - 'Supporting pupils at school with medical conditions' September 2014 (updated December 2015) – governing bodies, proprietors and management committees must have regard to this guidance in order to meet the duty / responsibilities of the Children and Families Act 2014.
- Children and Families Act 2014 (Section 100) – places a duty upon governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.
- Equality Act 2010 – some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010.
- Special Educational Needs and Disability (SEND) Code of Practice July 2014 – some children with medical conditions may also have special educational needs (SEN) and may have a Statement, or Education, Health and Care (EHC) Plan. For children with SEN this policy / procedure statement should be read in conjunction with school SEN policies and the SEND Code of Practice.
- Human Medicines (Amendment No. 2) Regulations 2014 – allows schools to hold stocks of asthma inhalers containing salbutamol for use in an emergency. These regulations come into effect on 1 October 2014.

This document sets out our approach to fulfilling these duties and responsibilities and the procedures will follow.

## Guiding Principles

At Ardleigh Green Infant and Junior Schools children with medical conditions, in terms of both physical and mental health, will be appropriately supported so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential. Children with medical conditions will be encouraged and supported to access and enjoy the same opportunities at school as any other child.

We recognise that pupils with long-term and complex medical conditions may require on-going support, medicines or care whilst at school to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. Ardleigh Green Infant and Junior Schools recognise that each child's needs are individual.

We also recognise that needs may change over time, and that this may result in extended absence from school. The Academy will make every effort to minimise the impact upon a child's educational attainment and support his or her emotional and general well-being, including any necessary re-integration programmes. The Academy will strive to give pupils and their parents confidence in the Academy's approach.

The Academy recognises that some children who require support with their medical conditions may also have special educational needs and may have a Statement or Education, Health and Care (EHC) Plan – also introduced by the Children and Families Act 2014. We will work together with other schools, health professionals, other support services, and the Local Authority. Sometimes it will be necessary for the Academy to work flexibly, for example, by means of a combination of attendance at school and alternative provision / personalised learning.



## **Policy arrangements**

- The Headteacher will ensure that sufficient staff are suitably trained.
- All relevant staff including supply and other temporary staff will be made aware of the child's condition.
- Cover arrangements will be put into place to cover for staff absence to ensure appropriate provision is always available.
- Risk assessments will be put into place for educational visits, and other Academy activities outside the normal timetable, and
- Individual Healthcare Plans (IHPs) will be monitored and involve appropriate health care professionals.

## **Procedure to be followed when notification is received that a pupil has a medical condition**

The Academy, in consultation with all relevant stakeholders including parents, will:

- Ensure that arrangements are put into place to cover transition from another setting, upon being notified that a child is coming into the Academy with a medical condition. These may vary from child to child, according to the existing IHP.
- Ensure that arrangements are implemented following admission to the Academy or when the needs of a child change.
- Put arrangements into place in time for the start of the new term.
- In other cases, such as a new diagnosis or children moving to a new school mid-term, make every effort to ensure that appropriate arrangements are in place within two weeks of diagnosis/admission.
- Provide support to pupils where it is judged by professionals that there is likely to be a medical condition.
- Ensure that any staff training needs are identified and met.

## **Individual Healthcare Plans (IHP)**

The Academy's Designated Staff Member will normally be responsible for developing IHPs – in liaison with, and with appropriate oversight of, a relevant healthcare professional (e.g. school nurse / nurse specialist – diabetes / epilepsy / paediatrician, etc). The purpose of an IHP is to ensure that there is clarity about what needs to be done, when and by whom. An IHP will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and they are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex and require specific management. However, not all children will require an IHP. The Academy, healthcare professionals and parents will agree, based upon evidence, when an IHP would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will make a final decision. A flow chart for agreeing the support required is provided in [Annex A](#) and a template IHP is provided in [Annex B](#). Input from a healthcare professional must be provided.

The IHP is confidential to parents / young person and to those Academy staff who need to know. The level of detail within an IHP will depend upon the complexity of the child's condition and the degree of support needed. Where a child has a special educational need, but does not have a Statement or EHC Plan, their special educational needs will be referred to in their IHP.

IHPs, and their review, may be initiated, in consultation with the parent, by a member of Academy staff or a healthcare professional involved in providing care for the child. IHPs will be drawn-up in partnership between the Academy, parents, and a relevant healthcare professional, e.g. Specialist or Community / School Nurse / other health professional. Wherever possible, the child should also be involved in the process. The aim is to capture what needs to be done to help staff and the child manage their condition and overcome any potential barriers to getting the most from their education. Responsibility for ensuring the plan is finalised rests with the Academy.



IHPs will be reviewed at least annually or more frequently if evidence is presented that the child's needs have changed. IHPs are devised with the child's best interests in mind, ensuring that an assessment of risk to the child's education, health and social well-being is managed minimising disruption. Reviews will be linked to any EHC Plan / Statement, as appropriate.

## **Information to be recorded**

When deciding upon the information to be recorded on IHPs, the following will be considered:

- 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.
- Specific support for the pupil's educational, social and emotional needs e.g. exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide the support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- Who in the Academy needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during Academy hours.
- Separate arrangements or procedures required for Academy trips or other Academy activities outside of the normal Academy timetable that will ensure the child can participate, e.g., appropriate Risk Assessments.
- Where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition.
- 'What to do in an emergency', including whom to contact and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform the development of their Academy IHP.
- Informing / sharing appropriate IHP information with other relevant bodies (e.g. Home to School Transport) – through appropriate agreement / consent.

## **Roles and responsibilities**

Supporting a child with a medical condition during Academy hours is not the sole responsibility of one person. The Academy will work collaboratively both with staff within the organisation and with outside agencies, as the circumstances of each child dictate.

### Local Governance Committee(LGC)

The LGC will ensure that:

- Pupils in the Academy with medical conditions are supported.
- This policy is reviewed at least annually, developed, implemented and monitored.
- Staff receive suitable training and that they are competent before they take on the responsibility to support children with medical conditions.



## Headteacher

The Headteacher has overall responsibility for the development of IHPs. The Headteacher will ensure that:

- *Supporting Pupils with Medical Needs Policy and Procedure* are developed and effectively implemented with partners, including ensuring that all staff are aware of the policy and that they understand their role in implementing the policy.
- The Headteacher will ensure that all staff who need to know are aware of a child's medical condition.
- Sufficiently trained staff are available to implement the policy and deliver against all the IHPs, including in contingency and emergency situations.
- Ensure that all staff are appropriately insured to support pupils in this way.
- The Academy liaises with the school nurse in respect of a child who has a medical condition, including in cases where the situation has not yet been brought to the attention of the school nursing service.
- Oversee the establishment and implementation of the system.

## Academy Staff

Any member of the Academy staff may be asked to provide support to pupils with medical conditions, including the administration of medicines.

Any member of Academy staff should follow the appropriate procedure when they become aware that a pupil with a medical condition needs help.

## Pupils

Pupils with medical conditions may be best placed to provide information about how their condition affects them. They will be involved in discussions about their medical support needs and contribute as much as possible to the development of, and review of, their IHP. Other children will often be sensitive to the needs of those with medical conditions and this will be considered as part of wider planning.

## Parents / Carers

Parents / carers should provide the Academy with sufficient and up-to-date information about their child's medical needs. At Ardleigh Green Infant and Junior Schools parents / carers are key partners and they will be involved in the development and review of their child's IHP, including its drafting. Parents / carers should carry out the action they have agreed to as part of its implementation, e.g., provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

## Local Authority

Ardleigh Green Infant and Junior Schools will communicate / liaise with the Local Authority as appropriate / required by a child's medical needs / condition. The Local Authority has a duty to commission a school nursing service to this school. The Local Authority will provide support, advice and guidance, as appropriate.

## Providers of Health Services

Ardleigh Green Infant and Junior Schools will communicate / liaise with providers of health services as appropriate / required by a child's medical needs. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.



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## Clinical Commissioning Groups (CCGs)

Ardleigh Green Infant and Junior Schools will communicate / liaise with CCG colleagues as appropriate / required by a child's medical needs. CCGs commission other healthcare professionals such as specialist nurses. They ensure that commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions.

### **Staff training and support**

Training needs for staff will be assessed by looking at the current and anticipated needs of pupils already on roll. It may be possible to determine training needs by early information relating to a child about to be admitted to the Academy. All members of staff providing support to a child with medical needs will have been trained beforehand. Staff who provide specific support to pupils with medical conditions will be included in meetings where this is discussed. All staff training in relation to medical conditions will be recorded and signed off, including the competency level of that training.

The type of training, and frequency of refresher training, will be determined by the actual medical condition that a child may have and this will be supported by the Governing Body. Some training may be arranged by the Academy, and other types may make use of the skills and knowledge provided by the school nursing service, or specialist nursing services, among others. In some cases, a specific health care professional will be required to provide appropriate training. Training may involve on-site or off-site provision. Parents / carers and appropriate healthcare professionals will be asked to supply specific advice in relation to possible training requirements.

Staff will be made aware of the specific needs of each child with a medical condition and will be competent and confident to deliver the support. It must be noted that a First Aid certificate alone will not suffice for training to support children with medical conditions. All members of staff will be informed of the *Supporting Pupils at School with Medical Conditions Policy / Procedure* and it will be included in the induction arrangements for new staff to the Academy.

### **The child's role in managing their own medical needs**

At Ardleigh Green Infant and Junior Schools, the children who require medication or other procedures will be supervised in administering them or receiving them from a relevant member of staff. If a child refuses to take medicine or carry out a medical procedure, staff will follow the procedure agreed in the IHP. Parents / carers and relevant health professionals will be informed so that alternative options can be considered.

### **Managing medicines on Academy premises**

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside Academy hours. Where this is not possible, the following will apply:

- Medicines are not administered at school by staff for short term medical needs unless prescribed by a GP. Parents are asked to visit the school to administer all other medication themselves at the office.
- Parents requiring their children to have prescribed medication should complete the relevant forms for sign off by the Head Teacher or Named Member of staff. **Medication should be handed in and collected from the main office – not given to the class teacher.**
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription medication without their parent's written consent.
- The Academy 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 exception to this is insulin which must be in-date, but will generally be inside an insulin pen or pump, rather than its original container.

- Medicines will be stored safely in a lockable fridge in the medical room at each school. Asthma pumps are kept in the medical room [junior supervised and self-administer / infants supervised/assisted]. On educational visits, medicines will also be available and they will be looked after by a relevant member of staff.
- If a controlled drug has been prescribed, it will be kept securely and stored in a non-portable container. Staff only will have access to such medication so that it can be administered to the specific child. The Academy will keep a record of doses administered, stating what, how and how much was administered, when and by whom. Any side effects of the medication will be noted.
- When medicines are no longer required or out of date, parents are required to arrange collection and safe disposal.
- Parents are responsible for ensuring that medication kept in school is in date and replaced when necessary.
- Written records will be kept of all medicines administered to children and parents / carers will be informed if their child has been unwell at school.

## **Emergency procedures**

A child's IHP will clearly define what constitutes an 'emergency' and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed.

If a child is taken to hospital, staff will stay with the child until the parents / carers arrive, or accompany a child taken to hospital by ambulance. Information in the Care Plan about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital.

## **Educational visits and sporting activities**

The Academy will consider how a child's medical condition will impact upon their participation. We will encourage all children to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a clinician, such as a GP, states that this is not possible.

The Academy will consider what reasonable adjustments and risk assessments are required so that planning arrangements take into account all steps needed to ensure that children with medical conditions are included. This will require consultation with parents / carers, pupils and advice from relevant healthcare professionals to ensure that pupils can participate safely.

## **Unacceptable practice**

Although Academy staff will use their discretion and judge each case on its merits with reference to the child's IHP, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- Send children with medical conditions home or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP.



- If the child becomes ill, send them to the Academy office or medical room unaccompanied or with someone unsuitable.
- Penalise children 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 (as identified in their IHP).
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of Academy life, including educational visits, e.g., by requiring parents to accompany the child.

## **Liability and indemnity**

The Governing Body at Ardleigh Green Infant and Junior Schools ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, the Academy will need to review the level of cover for healthcare procedures and any associated related training requirements (such as may be the case with specific children with complex needs).

## **Complaints**

Parents / carers who are dissatisfied with the support provided should discuss their concerns directly with the Academy. If for whatever reason this does not resolve the issue, they can make a formal complaint via the Academy's complaints procedure.

## **Monitoring and Evaluation**

Relevant accidents, incidents and 'near miss' data will be monitored and evaluated monthly by the Academy's leadership team. The information will be reported at each Governors' Health and Safety Committee meeting. There will be a review of policy and procedure following any significant incident or emergency.

## **Other issues for consideration**

All members of school staff have up to date Emergency Paediatric First Aid certificates.

A number of staff have been trained in CPR. The Academy has two defibrillators onsite as part of our first aid equipment.

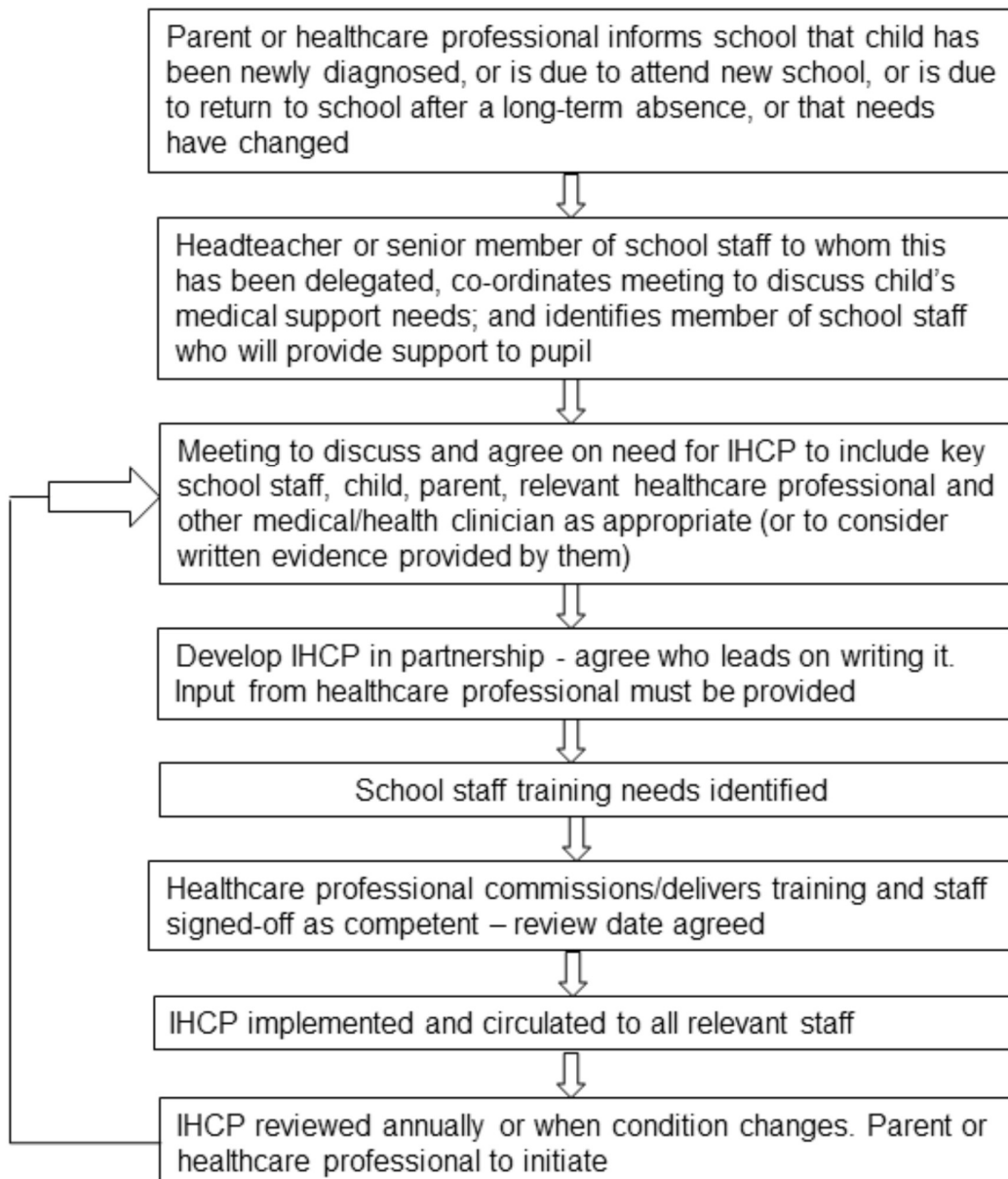
The hard copies of IHPs are retained in the medical room of each school.

*This document was reviewed: May 2025*

*This document will be reviewed next: May 2026*



## Annex A Process for developing IHPs





## **Annex B**

### **INDIVIDUAL HEALTHCARE PLAN FOR A PUPIL WITH MEDICAL NEEDS**

|          |      |
|----------|------|
| Name:    | DoB: |
| Address: |      |
| School:  |      |

|                    |
|--------------------|
| Medical diagnosis: |
|--------------------|

|                                     |
|-------------------------------------|
| Key health implications for school: |
|-------------------------------------|

|                               |
|-------------------------------|
| Parent/Carer contact details: |
| Name:                         |
| Address:                      |
| Home:                         |
| Mobile:                       |

|              |                  |
|--------------|------------------|
| Drawn up by: |                  |
| School Nurse |                  |
| Date:        | Review: Annually |



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

Named Nurse:

Tel No:

G.P:

Paediatrician:

Hospital No: .....

Social Worker/  
Children with Disabilities

Team ..... Tel No: .....

Other relevant professionals:

Name: ..... Tel No: .....

Name: ..... Tel No: .....

*To be completed by SENCO*

SENCO:

Educational

Psychologist: ..... 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 |
|------------|--------|-------------|
|            |        |             |

**LIST OF TRAINED STAFF FOR : ANAPHYLAXIS**

| Name | Designation | Trained by | Date of training |
|------|-------------|------------|------------------|
|      |             |            |                  |

Training involved:

- ☐ Demonstration of procedure
- ☐ Video
- ☐ Leaflet
- ☐ Training by manufacturer

If more than one procedure, please complete a separate sheet for each training.

Signature of key staff:



## HEALTH CARE PLAN AGREEMENT

Name of Child:

Date of Birth:

I/We,

, being the parent(s)/carer(s) of

have read and accept the Health Care Plan prepared for our child which is accurate to the best of my/our knowledge at the time of writing. We understand that the school has agreed to provide the health care set out in this plan.

**I/We undertake to provide any changes to the information set out above immediately in writing, including contact numbers, so that the setting/school can continue to provide safe support and care for my child.**

Signature(s) of parent(s)/carer(s):

Print name:

Date:

Signature of child/pupil (if appropriate):

Print name:

Date:

Signature of School Nurse:

Print name:

Date:

I can confirm that the school staff are covered by the Council's Public Liability Insurance to provide the health care set out above subject to appropriate training and on-going assessment to ensure that their skills are up-to-dated.

☐

This setting/school is not run by the council. I can confirm that our Public Liability Insurers have been informed and our insurance policy extended to include the provision of health care plans to pupils.

☐

## Reviews of the HCP

| Date | Parent/Carer | Head Teacher/Manager | Health Professional |
|------|--------------|----------------------|---------------------|
|      |              |                      |                     |
|      |              |                      |                     |
|      |              |                      |                     |



## Annex C

### Further advice and resources

#### **The Anaphylaxis Campaign**

1 Alexandra Road

Farnborough

Hampshire GU14 6BU

**Phone 01252 546100 (head office) or 01252 542029 (helpline)**

**Fax 01252 377140**

**info@anaphylaxis.org.uk**

**www.anaphylaxis.org.uk**

#### **Asthma UK**

18 Mansell Street

London E1 8AA

**Phone 020 7786 4900**

**Fax 020 7256 6075**

**info@asthma.org.uk**

**www.asthma.org.uk**

#### **Diabetes UK**

Macleod House

10 Parkway

London NW1 7AA

**Phone 0345 123 2399**

**Fax 020 7424 1001**

**info@diabetes.org.uk**

**[www.diabetes.org.uk](http://www.diabetes.org.uk)**

#### **Epilepsy Action**

New Anstey House

Gate Way Drive

Yeadon

Leeds LS19 7XY

**Phone 0113 210 8800 (head office) or 0808 800 5050 (helpline)**

**Fax 0113 391 0300**

**epilepsy@epilepsy.org.uk**

**www.epilepsy.org.uk**

#### **Department for Education**

Piccadilly Gate

Store Street

Manchester M1 2WD

**Phone 0370 000 2288**

**Typetalk 18001 0370 000 2288**

**Fax 0161 600 1332**

**Contact form: [www.education.gov.uk/contactus/dfe](http://www.education.gov.uk/contactus/dfe)**

**[www.education.gov.uk](http://www.education.gov.uk)**

#### **Council for Disabled Children**

National Children's Bureau

8 Wakley Street

London EC1V 7QE



**Phone 020 7843 1900**

**Fax 020 7843 6313**

**[cdc@ncb.org.uk](mailto:cdc@ncb.org.uk)**

**[www.councilfordisabledchildren.org.uk](http://www.councilfordisabledchildren.org.uk)**

**National Children's Bureau**

National Children's Bureau

8 Wakley Street

London EC1V 7QE

**Phone 020 7843 6000**

**Fax 020 7278 9512**

**[enquiries@ncb.org.uk](mailto:enquiries@ncb.org.uk)**

**[www.ncb.org.uk](http://www.ncb.org.uk)**

**Havering Medical Tuition Service**

**Manor Green College - Green Vale Campus**

235 High Street,

Hornchurch, RM11 3XX

**Telephone No: 01708 437805**

**Fax No: 01708 440479**