

Cotgrave Candleby Lane School



Supporting Children with Medical Conditions Policy

September 2026

Review Date: Sept 2027

1. Aims

At **Cotgrave Candleby Lane School**, we recognise that pupils with medical conditions should be properly supported so that they have full access to education, including educational visits, residential visits, sporting activities and physical education. We understand that some medical conditions may be long-term, complex or life-threatening and that effective support is essential to ensure pupils remain safe, healthy and able to achieve their full potential.

We are committed to ensuring that all pupils with medical needs are appropriately supported to enable them to play a full and active role in school life, remain healthy, achieve their academic potential and participate in all aspects of school life wherever it is safe to do so.

This policy aims to:

- Ensure that pupils, staff, parents/carers and governors understand how the school supports pupils with medical conditions.
- Clarify the roles and responsibilities of all members of the school community in meeting pupils' medical needs.
- Ensure that pupils with medical conditions receive appropriate support to enable them to access education safely and without unnecessary barriers.
- Outline the procedures for developing, implementing, reviewing and monitoring Individual Healthcare Plans (IHPs), where appropriate.
- Explain how medicines are managed, stored, administered and recorded within school.
- Ensure staff receive appropriate information and training to support pupils with medical conditions safely and confidently.
- Promote effective partnership working between the school, parents/carers, healthcare professionals and other relevant agencies.
- Ensure that pupils with medical conditions are included in all aspects of school life, including educational visits, extracurricular activities and physical education, wherever this is reasonably practicable and safe.
- Provide reassurance to parents/carers that their child will be supported in a safe, inclusive and caring environment.

The person with overall responsibility for implementing this policy is:

Claire Lindsay – Headteacher

2. Legislation and Statutory Responsibilities

This policy has been developed in accordance with the statutory guidance **Supporting Pupils at School with Medical Conditions** (Department for Education) and fulfils the requirements of:

- **Section 100 of the Children and Families Act 2014**, which places a duty on governing bodies to make arrangements for supporting pupils with medical conditions.
- **The Equality Act 2010**, which requires schools to make reasonable adjustments for disabled pupils and to prevent discrimination arising from disability.
- **The Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 years (2015)**, where a pupil's medical condition is linked to a special educational need or disability.
- **The Health and Safety at Work etc. Act 1974**, which places duties on employers to ensure the health, safety and welfare of employees and others affected by their activities.

- **The Management of Health and Safety at Work Regulations 1999**, which require schools to assess and manage risks to the health and safety of pupils, staff and visitors.
- **The Early Years Foundation Stage (EYFS) Statutory Framework**, where applicable to pupils in the Early Years Foundation Stage.

This policy should be read alongside the school's policies on:

- Safeguarding and Child Protection
- First Aid
- Administration of Medicines
- Health and Safety
- Special Educational Needs and Disabilities (SEND)
- Educational Visits
- Accessibility Plan
- Intimate Care (where applicable)

3. Roles and Responsibilities

3.1 The Governing Board

The Governing Board has overall responsibility for ensuring that appropriate arrangements are in place to support pupils with medical conditions so that they can access and participate fully in school life.

The Governing Board will:

- Ensure this policy is reviewed regularly and updated in line with current legislation and statutory guidance.
- Ensure appropriate arrangements are in place to support pupils with medical conditions.
- Ensure sufficient resources are available to implement this policy effectively.
- Ensure suitable insurance arrangements are in place for staff who support pupils with medical conditions.
- Monitor the implementation and effectiveness of this policy through reports from the Headteacher.
- Ensure appropriate staff training is provided and regularly refreshed.
- Ensure appropriate arrangements are in place for pupils participating in educational visits, residential visits, sporting activities and extracurricular provision.
- Ensure the school fulfils its duties under the Children and Families Act 2014 and the Equality Act 2010.

The Governing Board delegates the day-to-day implementation of this policy to the Headteacher.

3.2 The Headteacher

The Headteacher has overall responsibility for the day-to-day implementation of this policy and will:

- Ensure all staff are aware of this policy and understand their responsibilities.
- Ensure sufficient numbers of appropriately trained staff are available at all times, including during staff absence, educational visits and emergency situations.
- Ensure staff receive appropriate induction and refresher training where required.

- Ensure all staff who need to know are informed of a pupil's medical condition while maintaining appropriate confidentiality.
- Ensure Individual Healthcare Plans (IHPs) are developed, implemented, reviewed and monitored.
- Ensure suitable arrangements are in place for the safe storage, administration and disposal of medicines.
- Ensure appropriate records are maintained for medicines administered and medical incidents.
- Ensure risk assessments consider pupils with medical conditions during school activities, educational visits and residential visits.
- Ensure appropriate emergency procedures are in place and understood by staff.
- Liaise with parents/carers, healthcare professionals, the School Nursing Service and other agencies where appropriate.
- Ensure systems are in place to obtain, update and securely store information relating to pupils' medical conditions.
- Ensure staff understand their safeguarding responsibilities where a medical condition or presentation may indicate wider welfare concerns.
- Ensure appropriate insurance arrangements are in place for staff carrying out medical procedures.

3.3 Staff

Supporting pupils with medical conditions is a whole-school responsibility.

Any member of staff may be asked to provide support to pupils with medical conditions, including administering medicines, although no member of staff can be required to do so unless it forms part of their contractual duties.

Staff who agree to undertake these responsibilities will:

- Receive appropriate training and demonstrate competence before carrying out any medical procedure.
- Follow the pupil's Individual Healthcare Plan (IHP).
- Maintain accurate records of medicines administered and medical incidents.
- Respect pupils' dignity, privacy and confidentiality.
- Promote pupils' independence wherever appropriate.
- Respond appropriately in an emergency and summon emergency medical assistance when required.
- Raise any concerns regarding a pupil's health or wellbeing promptly with the appropriate member of staff.

Teachers will:

- Take account of pupils' medical needs when planning learning and educational activities.
- Make reasonable adjustments to ensure pupils are able to participate safely wherever possible.
- Ensure pupils are not disadvantaged because of a medical condition.

3.4 Parents/Carers

Parents/carers have prime responsibility for their child's health and should work in partnership with the school.

Parents/carers will:

- Provide accurate and up-to-date information about their child's medical condition.
- Inform the school promptly of any changes to their child's medical needs.
- Provide prescribed medicines in their original packaging with the pharmacy dispensing label intact.
- Complete the school's consent form before medicines can be administered.
- Ensure medicines supplied are in date and replaced before they expire.
- Provide any specialist equipment required.
- Participate in developing and reviewing their child's Individual Healthcare Plan (IHP).
- Ensure emergency contact details remain up to date and that a responsible adult is contactable at all times.
- Collect medicines from school when they are no longer required or have expired.

3.5 Pupils

Where appropriate and in accordance with their age and understanding, pupils will be encouraged to:

- Be involved in discussions about their medical needs.
- Contribute to the development and review of their Individual Healthcare Plan (IHP).
- Take increasing responsibility for managing their own medical condition where agreed by parents/carers and healthcare professionals.
- Tell a member of staff immediately if they feel unwell or require medical assistance.
- Follow the arrangements set out within their Individual Healthcare Plan.

3.6 Other Healthcare Professionals

Other healthcare professionals play an important role in supporting pupils with medical conditions.

They may:

- Notify the school when a pupil has been identified as requiring medical support in school.
- Provide advice on developing, implementing and reviewing Individual Healthcare Plans (IHPs).
- Deliver or support staff training where specialist medical procedures are required.
- Liaise with parents/carers, the school and other professionals to ensure appropriate support is in place.
- Provide advice regarding medical emergencies, medication and reasonable adjustments where appropriate.

Healthcare professionals, including GPs, consultants, paediatricians, specialist nurses and therapists, may also contribute to assessments, treatment plans and healthcare advice where appropriate.

3.7 The School Business Manager/Office Team (or Designated Medical Lead)

- Responsible for maintaining medication records.

- Checking expiry dates.
- Ensuring emergency medication accompanies trips.
- Liaising with parents regarding replacement medication.

3.8 Local Authority

The Local Authority has a duty to make arrangements to support pupils with medical conditions who, because of illness, are unable to attend school for a prolonged period. Where appropriate, the Local Authority will work in partnership with the school, parents/carers, healthcare professionals and other agencies to ensure that suitable educational provision is made in accordance with its statutory duties.

4. Equal Opportunities

Cotgrave Candleby Lane School is committed to ensuring that all pupils are treated fairly and with respect. We will fulfil our duties under the **Equality Act 2010** by ensuring that pupils with medical conditions are not disadvantaged or unlawfully discriminated against because of their health needs.

We will make reasonable adjustments, where appropriate, to enable pupils with medical conditions to access a full and broad curriculum and participate in all aspects of school life, including:

- Classroom learning
- Educational visits and residential visits
- Physical education and sporting activities
- Wraparound care and extracurricular clubs
- School performances, celebrations and special events

Pupils with medical conditions will not be excluded from activities unless this is supported by medical advice or where participation would present an unacceptable risk to the pupil or others that cannot be reasonably managed.

The school will work closely with pupils, parents/carers, healthcare professionals and other relevant agencies to identify and implement any reasonable adjustments required to support participation and inclusion.

Individual risk assessments will be completed, where appropriate, to ensure that activities are planned safely while promoting independence and inclusion. Risk assessments will take account of the pupil's medical needs, the nature of the activity, emergency procedures and any adjustments or additional support required.

Where a pupil has both a medical condition and a disability, the school will also fulfil its duties under the Equality Act 2010 by making reasonable adjustments and considering the requirements of the school's Accessibility Plan.

The school will always seek to balance the need to keep pupils safe with the importance of enabling them to participate fully in school life and achieve their full potential.

5. Being Notified That a Pupil Has a Medical Condition

When the school is notified that a pupil has a medical condition, we will act promptly to ensure that appropriate arrangements are put in place to support the pupil safely and effectively.

Where appropriate, the process outlined in **Appendix 1** will be followed to determine whether an Individual Healthcare Plan (IHP) is required.

The school will ensure that:

- Appropriate information is gathered from parents/carers and relevant healthcare professionals.
- Any immediate support required is put in place without delay.
- An Individual Healthcare Plan (IHP) is developed where required.
- Relevant staff receive appropriate information and training before supporting the pupil, where necessary.
- Appropriate medicines and equipment are available before the pupil attends school wherever possible.

For pupils joining the school with an identified medical condition, every effort will be made to have appropriate arrangements in place before they start school or as soon as reasonably practicable thereafter.

Where a pupil is diagnosed with a medical condition during the school year, the school will work with parents/carers and relevant healthcare professionals to ensure that appropriate support is implemented as quickly as possible.

Medical information and Individual Healthcare Plans will be reviewed whenever a pupil's medical needs change and at least annually.

5.1 Obtaining Information About Medicines (EYFS)

In accordance with the **Early Years Foundation Stage (EYFS) Statutory Framework**, the school has systems in place for obtaining information about a child's need for medicines and for keeping this information accurate and up to date.

The school will:

- Request information from parents/carers about any medical conditions, allergies or prescribed medicines before a child starts school.
- Ask parents/carers of new pupils to complete the relevant medical information forms once a school place has been accepted and before the child begins attending, wherever possible.
- Request updated medical information whenever a pupil joins the school mid-year or receives a new medical diagnosis.
- Issue reminders to parents/carers at the start of each academic year to review and update their child's medical information and emergency contact details.
- Encourage parents/carers to inform the school immediately of any changes to their child's medical condition, prescribed medication, emergency treatment or healthcare needs.

Parents/carers should notify the school as soon as possible by telephone, email or in person if their child's medical needs change during the school year. The school will review any existing arrangements and update the Individual Healthcare Plan, risk assessments and staff information as required.

Where there is uncertainty about the level of support required, the Headteacher (or designated lead) will seek advice from healthcare professional before making decisions about the support to be provided.

6. Individual Healthcare Plans (IHPs)

The Headteacher has overall responsibility for ensuring that appropriate Individual Healthcare Plans (IHPs) are developed, implemented, monitored and reviewed for pupils with medical conditions who require one. Responsibility for coordinating the development and review of IHPs may be delegated to an appropriate member of staff, while overall accountability remains with the Headteacher.

An Individual Healthcare Plan (IHP) will be developed where it is considered necessary to support a pupil safely in school. Not all pupils with a medical condition will require an IHP. The need for an IHP will be determined in consultation with parents/carers and the appropriate healthcare professional, taking into account the nature and complexity of the pupil's medical condition and the level of support required.

Where there is disagreement about whether an IHP is required, the Headteacher will make the final decision, taking account of available medical evidence and professional advice.

Individual Healthcare Plans will be:

- Developed in partnership with the pupil (where appropriate), parents/carers, the school and relevant healthcare professionals.
- Completed before a pupil starts school wherever possible, or as soon as reasonably practicable after the school is notified of a medical condition.
- Reviewed at least annually, or sooner if the pupil's medical needs change, following a hospital admission, following medical advice, or after an emergency incident relating to the medical condition.

Where appropriate, an IHP will be linked to a pupil's Education, Health and Care (EHC) Plan. Where a pupil has identified Special Educational Needs (SEND) but does not have an EHC Plan, the IHP will be developed alongside the pupil's SEND Support arrangements to ensure a coordinated approach.

The level of detail within an Individual Healthcare Plan will reflect the complexity of the pupil's medical condition and the support required.

An Individual Healthcare Plan may include:

- Details of the medical condition, including triggers, signs, symptoms, treatment and emergency procedures.
- The pupil's individual healthcare needs and the impact of the condition on their education and daily school life.
- Medication requirements, including dosage, method of administration, timing, storage requirements, expiry dates and any possible side effects.
- Any medical equipment required and arrangements for its use and maintenance.
- Requirements for monitoring or testing during the school day.
- Dietary requirements and arrangements for access to food, drinks or snacks where medically necessary.
- Environmental considerations or reasonable adjustments that may be required.

- The pupil's educational, social and emotional support needs, including arrangements for managing absence, examinations, transitions, rest breaks and reintegration following illness.
- The level of support required, including arrangements for self-management of medication where appropriate.
- The names of staff responsible for providing support, details of any specialist training required, and arrangements for staff absence or emergencies.
- Details of who needs to be informed about the pupil's medical condition, taking account of confidentiality requirements.
- Written parental consent for administering medicines where required.
- Arrangements for educational visits, residential visits, sporting activities, wraparound care and other activities outside the normal school day.
- Procedures for responding to a medical emergency, including when emergency services should be contacted.
- The date the plan was completed, review dates and signatures from those involved in its development.

Individual Healthcare Plans will be stored securely in accordance with the school's Data Protection Policy and UK GDPR requirements. Relevant information will be shared only with staff who need to know in order to support the pupil safely and effectively.

The school will ensure that all staff responsible for implementing an Individual Healthcare Plan are informed of its contents and receive any necessary training before assuming responsibility for supporting the pupil.

6.1 Temporary Medical Needs and Risk Assessments

The school recognises that some pupils may require temporary support following an injury, illness or medical procedure. This may include, but is not limited to:

- Broken or fractured limbs
- Sprains or ligament injuries
- Concussion or head injuries
- Recovery following surgery
- Temporary mobility difficulties
- Short-term medical conditions requiring adjustments

Where a temporary medical condition affects a pupil's ability to access the school environment safely or participate fully in school activities, the school will carry out an individual risk assessment in partnership with the pupil (where appropriate), parents/carers and, where necessary, healthcare professionals.

The risk assessment will consider:

- The pupil's mobility and access around the school site.
- Participation in physical education, playtimes, sporting activities and educational visits.
- Fire evacuation arrangements and emergency procedures.
- The need for additional supervision or support.
- Any adaptations required to the learning environment.
- Manual handling considerations, where appropriate.
- The expected duration of the support required.

Reasonable adjustments will be implemented where appropriate to enable the pupil to remain fully included in school life while ensuring their safety and the safety of others.

Risk assessments will be reviewed if the pupil's condition changes or until they have fully recovered.

Where a pupil has a temporary injury or illness, the visit leader will review the existing risk assessment or complete an additional individual risk assessment before the pupil participates in any educational visit or off-site activity.

6.1 Unacceptable Practice

The DfE statutory guidance recommends that schools identify practices they will **not** adopt.

It would state that the school will **not**:

- Prevent pupils from easily accessing their inhalers, adrenaline auto-injectors or other prescribed emergency medication.
- Assume every pupil with the same condition requires identical support.
- Ignore the views of pupils, parents/carers or healthcare professionals.
- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities unless this is medically necessary.
- Penalise pupils for absences related to their medical condition where appropriate.
- Prevent pupils from drinking, eating or taking toilet breaks when these are medically necessary.
- Require parents/carers to attend school to administer medicines where this would be unreasonable.
- Prevent pupils from participating in school activities, educational visits or residential visits without a clear, evidence-based risk assessment.

7. Managing Medicines

The school will ensure that medicines are managed safely and appropriately to support pupils with medical conditions while minimising disruption to their education.

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

- It would be detrimental to the pupil's health or attendance not to do so.
- The school has received written consent from the parent/carer (except where emergency medication has been prescribed for use in life-threatening situations).
- The medicine has been prescribed or recommended by an appropriate healthcare professional, where applicable.

A written record will be made each time medicine is administered, including:

- The pupil's name.
- The name of the medicine.
- The dose administered.
- The date and time.
- The name and signature (or electronic record) of the member of staff administering the medicine.

Parents/carers will normally be informed on the same day that medication has been administered, or as soon as reasonably practicable.

The only exception is where a medicine has been prescribed to the pupil without the knowledge of the parents/carers and confidentiality is required in accordance with medical advice.

Pupils under the age of 16 will not be given medicines containing aspirin unless prescribed by a doctor.

Before administering any medicine, staff will check:

- The pupil's identity.
- Written parental consent.
- The medicine name.
- The prescribed dose.
- The expiry date.
- The administration instructions.
- Whether the medicine has already been administered.

The school will only accept medicines that are:

- Prescribed for the individual pupil.
- In date.
- Clearly labelled with the pupil's name.
- Supplied in the original pharmacy-dispensed container with the dispensing label and administration instructions intact.

The school will accept insulin provided in an insulin pen or pump, rather than its original container, provided it is clearly labelled and within its expiry date.

Medicines will be stored safely in accordance with the manufacturer's instructions, taking account of any requirements relating to temperature, security or access.

Emergency medicines, including asthma inhalers, adrenaline auto-injectors (AAIs), blood glucose testing equipment and other emergency medication, will be readily accessible at all times and will never be locked away if this would delay treatment.

Where appropriate, pupils will know where their medication is stored and how it can be accessed quickly.

Medicines will accompany pupils on educational visits, residential visits and off-site activities, together with any required healthcare plans and emergency procedures.

Expired or unused medicines will be returned to parents/carers for safe disposal. Medicines must not be disposed of in school waste or drainage systems.

7.1 Controlled Drugs

Controlled drugs are prescription medicines regulated under the **Misuse of Drugs Regulations 2001** (as amended), for example morphine or methylphenidate.

Where a pupil has been prescribed a controlled drug:

- They may carry and administer it themselves if this has been agreed by parents/carers, healthcare professionals and the school, and is recorded within their Individual Healthcare Plan (IHP).
- Controlled drugs not carried by the pupil will be stored securely in a locked, non-portable cupboard with access restricted to authorised members of staff.
- Controlled drugs will remain readily available in an emergency.
- A record will be kept of all controlled drugs received, administered and returned, including the quantity held.

7.2 Pupils Managing Their Own Medical Needs

Where appropriate, pupils will be encouraged to develop independence in managing their own medical condition.

The decision for a pupil to carry and administer their own medication will be made in consultation with parents/carers, healthcare professionals and the school, taking account of the pupil's age, maturity and understanding.

Where agreed:

- The arrangements will be clearly recorded within the Individual Healthcare Plan.
- Appropriate risk assessments will be completed where necessary.
- Staff will continue to supervise and monitor the arrangements as appropriate.

The Individual Healthcare Plan will also outline the procedures staff should follow if a pupil refuses or is unable to take their medication or carry out a necessary medical procedure.

7.3 Emergency Medication

The school recognises that some pupils require immediate access to emergency medication.

Where appropriate:

- Emergency medication will accompany pupils throughout the school day, including during educational visits, sporting activities and residential visits.
- Staff identified within the Individual Healthcare Plan will receive appropriate training.
- Emergency medication will be checked regularly to ensure it remains in date.
- Parents/carers are responsible for replacing expired medication promptly.

Where the school holds a **spare emergency asthma inhaler** or **spare adrenaline auto-injector (AAI)**, these will only be used in accordance with national guidance and parental consent arrangements.

7.4 Unacceptable Practice

Although staff will always exercise professional judgement and follow the arrangements set out within a pupil's Individual Healthcare Plan (IHP), it is not acceptable practice to:

- Prevent pupils from accessing or using their prescribed medication or emergency medical equipment when required.
- Assume that every pupil with the same medical condition requires identical support.
- Ignore the views of pupils, parents/carers or healthcare professionals.
- Disregard medical advice or evidence.
- Send pupils with medical conditions home unnecessarily or prevent them from participating in normal school activities unless this is supported by medical advice or detailed within their IHP.
- Send an unwell pupil to the school office or medical room unaccompanied or accompanied by an unsuitable pupil.
- Penalise pupils for absences relating to their medical condition, including hospital appointments or treatment.
- Prevent pupils from eating, drinking, resting or accessing toilet facilities when these are medically necessary.
- Require parents/carers to attend school to administer medicines or provide routine medical care where this would be unreasonable.
- Create unnecessary barriers that prevent pupils from participating fully in school life, including educational visits, residential visits, sporting activities or extracurricular provision.
- Administer, or ask pupils to administer, medication in school toilets unless there are exceptional circumstances that protect the pupil's dignity and privacy.
- Delay or refuse emergency treatment because consent cannot be obtained.

7.5 Record Keeping

The school will maintain accurate records of:

- Medicines received and returned.
- Medicines administered.
- Staff training relating to medical procedures.
- Individual Healthcare Plans.
- Medical incidents and emergency treatment.
- Parental consent for administering medicines.

These records will be retained securely in accordance with the school's Data Protection Policy, Records Management Policy and UK GDPR requirements.

8. Emergency Procedures

The school will ensure that all staff know how to respond appropriately in the event of a medical emergency and understand their responsibilities for obtaining urgent medical assistance without delay.

All pupils' Individual Healthcare Plans (IHPs) will clearly identify:

- What constitutes an emergency for that pupil.
- The signs and symptoms staff should be aware of.
- The immediate action to be taken.
- Any emergency medication required.
- Who should be contacted.

- When emergency services (999) should be called.

All staff will follow the school's emergency procedures and, where appropriate, will:

- Administer emergency medication in accordance with the pupil's Individual Healthcare Plan and their training.
- Call **999** immediately where a pupil's condition requires emergency medical assistance.
- Contact the pupil's parent/carer as soon as possible after emergency services have been called.
- Ensure another member of staff supervises the remaining pupils where possible.

If a pupil needs to be taken to hospital:

- A member of staff will accompany the pupil in the ambulance where appropriate and remain with them until a parent/carer or another responsible adult arrives.
- If a parent/carer is unavailable, the accompanying member of staff will continue to act in the pupil's best interests until responsibility can be transferred appropriately.
- The member of staff will take the pupil's emergency medication, Individual Healthcare Plan (where practicable) and any relevant medical information with them.

Emergency medication, including inhalers, adrenaline auto-injectors, glucose treatments and other prescribed emergency medicines, will always accompany pupils during educational visits, residential visits and off-site activities.

Following any medical emergency, the school will:

- Record the incident in accordance with the school's reporting procedures.
- Inform parents/carers as soon as possible if they have not already been contacted.
- Review the circumstances of the incident.
- Update the Individual Healthcare Plan and any associated risk assessments where necessary.
- Arrange any additional staff training identified following the incident.

Where a pupil requires emergency treatment, staff will always prioritise preserving life and ensuring the pupil's immediate safety. Emergency medical assistance will never be delayed while waiting for parental consent or contact.

9. Training

The school will ensure that all staff who support pupils with medical conditions receive appropriate, sufficient and up-to-date training to enable them to carry out their responsibilities safely and confidently.

Training needs will be identified during the development, implementation and review of Individual Healthcare Plans (IHPs). Staff who are responsible for supporting a pupil with a medical condition will be involved, where appropriate, in discussions relating to that pupil's healthcare needs.

The Headteacher is responsible for ensuring that appropriate training is arranged and maintained. Training will be provided by a suitably qualified healthcare professional or other competent trainer where specialist knowledge or medical procedures are required.

Training will:

- Ensure staff are competent and confident in supporting pupils with specific medical conditions.
- Enable staff to understand the signs, symptoms, triggers and treatment associated with the medical conditions they are supporting.
- Meet the specific requirements identified within Individual Healthcare Plans (IHPs).
- Ensure staff understand emergency procedures and know how to respond appropriately.
- Promote pupils' safety, wellbeing, dignity and independence.
- Be refreshed whenever medical guidance changes, a pupil's needs change, or competency requires updating.

Where staff are required to carry out specialist medical procedures or administer certain medicines, the relevant healthcare professional will assess and confirm that staff have achieved the required level of competence before undertaking those responsibilities independently.

The school will maintain records of:

- Staff training completed.
- Dates of training and refresher training.
- Competency assessments where applicable.
- Staff authorised to administer medicines or carry out specific medical procedures.

All staff will receive appropriate awareness training on this policy and their responsibilities as part of their induction and through regular updates. This will include:

- Recognising common medical emergencies.
- Understanding how to access Individual Healthcare Plans.
- Knowing how to summon assistance in an emergency.
- Understanding the location of emergency medication and equipment.
- Awareness of the school's procedures for administering medicines.

Temporary, agency and supply staff will be provided with relevant information about pupils with medical conditions and any emergency procedures before they begin working with those pupils.

Staff accompanying pupils on educational visits, residential visits or sporting activities will receive any additional information or training required to support pupils with medical conditions safely during those activities.

The school recognises that training is an ongoing process and will ensure that staff are provided with opportunities to refresh and develop their knowledge and skills in line with current legislation, statutory guidance and the needs of individual pupils.

The Headteacher will ensure that sufficient numbers of trained staff are available at all times, including during staff absence, educational visits, extracurricular activities and emergency situations, so that pupils with medical conditions can be supported safely.

10. Record Keeping

The school will maintain accurate, up-to-date and confidential records relating to pupils' medical conditions in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, and the school's Data Protection and Records Management policies.

Written records will be maintained for:

- Individual Healthcare Plans (IHPs).
- Parental consent for administering medicines.
- Medicines received, administered and returned.
- Controlled drugs held and administered.
- Medical incidents, accidents and emergency treatment.
- Staff training and competency assessments relating to medical procedures, where appropriate.

A written record will be completed each time medicine is administered to a pupil. Records will include:

- The pupil's name.
- The name of the medicine.
- The dose administered.
- The date and time of administration.
- The name and signature (or electronic equivalent) of the member of staff administering the medicine.
- Any observations or adverse reactions, where applicable.

Parents/carers will be informed on the same day, or as soon as reasonably practicable, if:

- Their child has been unwell at school.
- Medication has been administered.
- A medical incident or emergency has occurred.

Individual Healthcare Plans (IHPs) will be stored securely but remain readily accessible to members of staff who need the information to support pupils safely. Staff will be made aware of how to access these records while ensuring that confidential information is only shared on a need-to-know basis.

Records will be reviewed regularly to ensure they remain accurate and up to date.

10.1 Recording Information About Medicines (EYFS)

In accordance with the **Early Years Foundation Stage (EYFS) Statutory Framework**, the school will maintain accurate records of medicines required by children in the Early Years Foundation Stage.

The school will:

- Record each child's medical condition, allergies and medication requirements on the school's secure management system.
- Update records promptly whenever parents/carers notify the school of any changes to their child's medical needs.

- Maintain a clear audit trail of amendments, ensuring the most up-to-date information is clearly identified.
- Ensure relevant staff have timely access to medical information required to support children safely.
- Store all medical information securely in accordance with the **UK GDPR** and the **Data Protection Act 2018**.
- Inform parents/carers of their rights to access their child's personal information, subject to any lawful exemptions.
- Regularly review records to ensure they remain accurate, complete and current.

Medical records will only be retained for as long as necessary in accordance with the school's Records Management Policy and applicable legal retention requirements.

Medical information will be treated as confidential. Information will only be shared with staff and professionals who need it to ensure the safety and wellbeing of the pupil. All staff are expected to maintain confidentiality while recognising that information may need to be shared where there is a safeguarding concern or where disclosure is necessary to protect a child or another person from harm.

11. Liability and Indemnity

The Governing Board will ensure that the school has appropriate insurance arrangements in place to cover staff who provide support to pupils with medical conditions, including the administration of medicines and the carrying out of medical procedures, where they have been appropriately trained and are acting in accordance with this policy, the pupil's Individual Healthcare Plan (IHP), and any agreed healthcare procedures.

The Headteacher will ensure that:

- Staff are aware of the insurance arrangements that apply to their role.
- Appropriate training and competency assessments are completed before staff undertake any medical procedures.
- Staff only undertake duties for which they have received suitable training and feel competent to carry out.
- Appropriate records are maintained of staff training and competency where required.

The school's insurance arrangements are reviewed regularly to ensure they provide appropriate cover for the activities undertaken by staff in supporting pupils with medical conditions.

- DfE Risk Protection Arrangement.
- Membership number - 138353
- Cover - Unlimited

Staff who have concerns about carrying out any medical procedure should discuss these with the Headteacher before providing support, so that appropriate advice, training or alternative arrangements can be made.

12. Complaints

Cotgrave Candleby Lane School is committed to working in partnership with pupils, parents/carers and healthcare professionals to ensure that pupils with medical conditions receive appropriate support. We encourage any concerns to be raised as early as possible so that they can be resolved promptly and collaboratively.

Parents/carers who have concerns about the support provided for their child's medical condition should, in the first instance, discuss these with the Headteacher or the member of staff responsible for coordinating their child's medical support. The school will make every effort to resolve concerns informally and as quickly as possible.

If the matter cannot be resolved informally, parents/carers may make a formal complaint in accordance with the school's Complaints Procedure.

Where appropriate, parents/carers may also seek advice or support from relevant healthcare professionals or the Local Authority.

The school will not treat a pupil less favourably because a complaint has been made on their behalf. All concerns and complaints will be handled fairly, confidentially and in accordance with the principles of natural justice.

The Governing Board will monitor complaints relating to pupils with medical conditions, where appropriate, to help identify any themes, improve practice and ensure the school continues to meet its statutory duties.

13. Monitoring Arrangements

This policy will be monitored regularly to ensure it remains effective, reflects current legislation and statutory guidance, and continues to meet the needs of pupils with medical conditions.

The Headteacher is responsible for monitoring the day-to-day implementation of this policy and will report to the Governing Board, as appropriate, on its effectiveness, including any significant medical incidents, training needs or changes in statutory guidance.

The Governing Board will review and approve this policy at least every **two years**, or sooner if:

- There are changes to relevant legislation or statutory guidance.
- There are significant changes to school procedures or practice.
- A review is required following a serious medical incident or lessons learned.
- Monitoring identifies that amendments are necessary to improve the support provided to pupils with medical conditions.

The review will consider feedback from staff, parents/carers, pupils (where appropriate), healthcare professionals and governors to ensure the policy continues to promote safe, effective and inclusive practice.

14. Links to Other Policies

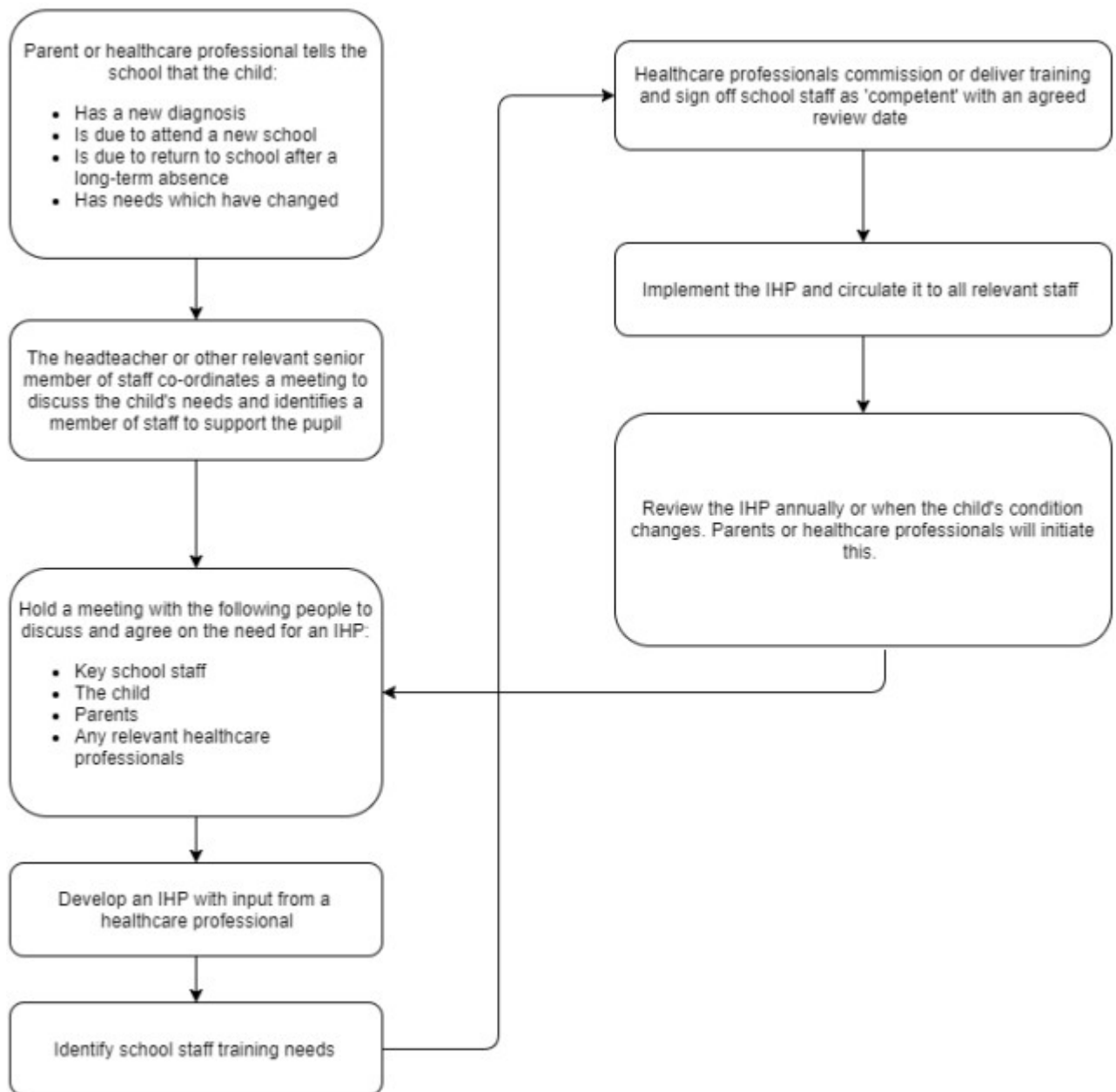
This policy should be read alongside the following school policies and procedures:

- Accessibility Plan
- Attendance Policy
- Behaviour Policy

- Complaints Procedure
- Data Protection Policy
- Educational Visits Policy
- Equality Information and Objectives
- First Aid Policy
- Health and Safety Policy
- Intimate Care Policy (where applicable)
- Record Management Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy and SEND Information Report
- Supporting Pupils with Medical Conditions: Administration of Medicines Procedures (where applicable)
- Emergency Asthma Inhaler Policy
- Adrenaline Auto-Injector (AAI) Policy

The school follows the latest UK Health Security Agency (UKHSA) guidance on health protection in education settings, including recommended exclusion periods for infectious diseases.

Appendix 1: Being notified a child has a medical condition



Appendix 2 – Example Individual Healthcare Plan

Health care plan



Name:

D.O.B:

Year group:

Staff Responsible

The following members of staff have been informed of this plan and, where appropriate, trained to support this pupil.

- Staff Member-Role Training Completed
- Other Staff Who Need to Know

Medical Condition:

- Date diagnosed:
- Healthcare professional(s) involved:

Details of the Medical Condition

- Signs and symptoms
- Triggers
- Treatment
- Any known allergies
- Any other relevant medical information

Medication

- Medication
- Dose
- Time/Frequency
- Method of Administration
- Storage Requirements
- Expiry Date

Daily Care and Support Required

- Supervision
- Assistance with medication
- Blood glucose testing
- Eating and drinking requirements
- Toileting
- Mobility support
- Rest periods

Educational Adjustments

Personal and Intimate Care

Does the pupil require an Intimate Care Plan?

Physical Education, Educational Visits and Residential Visits

Does the pupil require any reasonable adjustments to access learning? ☐ Yes ☐ No If yes, please provide details.	☐ Yes ☐ No If yes, this plan should be read alongside the school's Intimate Care Plan.	Are any adjustments required? ☐ Yes ☐ No If yes, please provide details.						
Self-Management Can the pupil: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>Carry their own medication</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Administer their own medication</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table> If yes, what level of supervision is required?			Yes	No	Carry their own medication	☐	Administer their own medication	☐
Yes	No							
Carry their own medication	☐							
Administer their own medication	☐							
<u>Emergency Procedures</u> What constitutes an emergency? Action to be taken Emergency medication required When should 999 be called?								
<u>Additional Information</u> Please include any emotional, social or pastoral support required, attendance arrangements, examination considerations or any other relevant information.								
<u>Parent/Carer Agreement</u> Date:	<u>School Agreement</u> Plan completed by:							
Review • Date Created • Review Date • Earlier Review Required?								



Consent Form for the Administration of Medicines

Name of Child:	Class:
Medical condition:	Date of birth:
Parent name:	Contact Number:

MEDICINE – MUST BE IN THE ORIGINAL CONTAINER/PACKAGING AS DISPENSED BY THE PHARMACY

Name of medicine:		Prescribed? Yes / No
Dosage and method:		Kept in Fridge? Yes / No
If Tablets. Number of tablets given to school:		Kept in Classroom? Yes / No <i>*Inhalers and Emergency Medication Only!</i>
First date to be given	Last date to be given	Time to be given
Was a dose given before school? If so, what time?		
Any other instructions, side effects or other medication being taken at home?		

I give consent for a member of staff to administer the above medicine. I accept that no member of staff will force administering medicine if my child refuses. A member of staff will contact me if this happens. I understand that this is a service that the school is not obliged to undertake. I acknowledge that staff involved in the administering of medication in school are not qualified medical practitioners. I understand that it is my responsibility to ensure that school is provided with new supplies of ongoing medicine in plenty of time, to ensure that my child is not without adequate medication. I will inform the school if the dosage stated above changes or is not required. I will collect any unused medicine when it is no longer required in school. The school has my permission to safely dispose of medication that is out of date or not collected within 1 week.

Signed: _____

Date: _____

Date	Time	Dosage	Signed

Date	Time	Dosage	Signed

- **The Parent must have provided consented on Arbor**
- **School staff must ring the parent/carer of the child for verbal permission.**
- **Confirm the child has not had paracetamol within the last 4 hours.**
- **Confirm the child should have the normal dose for their age.**

[illegible]

Appendix 5 Pupils with an Injury: School Risk Assessment (Generic – Broken Bone)

Name:

Date of injury:

Description of injury:	• Child has sustained a broken bone (fracture). • The injury affects the [arm / leg / wrist / ankle / collarbone / other – specify]. • The injury is currently supported by [cast / splint / sling / boot / crutches – specify]. • Mobility and/or use of the affected limb is restricted. • Child may experience pain, fatigue, or reduced confidence in moving around the school environment. • Child is able to [walk independently / walk with support / use crutches / wheelchair – specify]. • Child must inform staff if pain increases, movement becomes difficult, or they feel unsafe. • Staff should monitor for signs of discomfort, fatigue, or distress, even if the child does not self-report.
Adjustments:	Phased Return (if required) • From week beginning [date], Child will attend on a [full / reduced] timetable. • Reduced timetable hours (if applicable): [e.g. 8.40am–12pm]. • Attendance and tolerance to be reviewed [daily / weekly] and adjusted in line with medical advice and parental feedback. Arrival & Departure: • Arrival via [main entrance / staff entrance / alternative entrance] to reduce crowding. • Met by a designated [class teacher / support staff member]. • Departure supported to ensure safe movement to parents/carers. Break Times • Child will continue to access break times with adjustments as required. • Use of a quieter designated area to reduce risk of collision or falls. • Option to be accompanied by a small group of chosen peers. • Staff to monitor peer group to ensure inclusion and prevent isolation. Lunch: Lunch arrangements adapted to reduce movement and fatigue. Options may include: • Eating in the hall with support • Eating in an alternative quiet space

- Support staff to assist with:
- Carrying trays/lunchboxes
- Navigating busy areas
- Ensuring safe and comfortable seating

PE:

Child will **not participate** in standard PE activities.

Child may take part in **alternative low-risk activities** where appropriate, such as:

- Seated activities
- Observation and scoring
- Light upper/lower body movement (if medically appropriate)
- All activity to remain pain-free and in line with medical guidance.

Toileting:

- Access to the **accessible toilet** if required.
- Ensure unobstructed access and privacy.
- Staff to be available nearby if assistance is needed (age-appropriate).

Medication:

- Pain relief may be administered if prescribed and required.
- Parents/carers must be informed whenever medication is given.
- All medication to be stored, administered, and logged in line with school policy.

Movement Around School:

- Child to be allowed additional time to move between areas.
- Unnecessary movement to be minimised where possible.
- Busy corridors and stairways to be avoided at peak times.
- A buddy system may be used to assist with carrying resources or navigating safely.

Assemblies:

- Child will attend assemblies with peers.
- Seating to be on a **chair** rather than floor/bleachers if required.
- Seating positioned to allow easy access and exit.
- A peer may sit alongside for social support.
- Early entry/exit permitted if needed.

Additional Safeguarding & Support Considerations

	Pain & Fatigue: Staff to allow rest breaks and monitor comfort levels throughout the day. • Classroom Environment: Seating arranged to allow clear access and avoid obstacles. Table height and positioning adjusted if limb movement is restricted. • Emergency Procedures: Staff to be aware of evacuation arrangements considering limited mobility. Named staff member identified to support during drills or emergencies. • Wellbeing: Regular check-ins to monitor emotional wellbeing, confidence, and inclusion. • Parent/School Communication: Regular feedback to parents/carers regarding pain levels, mobility, and progress. • Staff Awareness: All relevant staff briefed on the injury, limitations, and agreed adjustments.
Additional Hazards & Mitigations	Slips, Trips, and Falls Risk: Reduced balance or mobility due to cast, sling, or crutches. Mitigation: Clear walkways, supervision during transitions, avoiding crowded areas.
	Fatigue During the Day Risk: Pain or tiredness increasing as the day progresses. Mitigation: Rest breaks, reduced timetable if needed, quiet recovery space.
	Emergency Evacuation Risk: Delayed exit during emergencies. Mitigation: Personal evacuation plan, named staff support, identified exit route.
	Playground Safety Risk: Collision with other pupils during active play. Mitigation: Quieter play area, supervision, peer support.
	Assembly & Large Gatherings Risk: Crowded movement and unsafe seating. Mitigation: Appropriate seating, safe positioning, staff supervision.
	Carrying Equipment / Bags Risk: Strain or imbalance when carrying items. Mitigation: Buddy or staff support, minimal equipment required.
	Medication Side Effects Risk: Drowsiness or reduced concentration.

	Mitigation: Monitoring post-medication, parent communication if concerns arise.
	Emotional & Social Wellbeing Risk: Frustration, anxiety, or feeling excluded. Mitigation: Inclusion in classroom roles, peer buddy system, regular check-ins.
Parental consent:	
Paediatric staff member authorisation:	