



# **St. Margaret's-at-Cliffe Community Primary School**

## **Supporting Pupils with Medical Needs Policy**

**Date: September 2026**

**Reviewed and Ratified By: Governing body on 17<sup>th</sup> September 2026**

**Review Date: Annually - July 2027**

**Signed : \_\_\_\_\_ Helen King, Chair of Governors**

**Signed : \_\_\_\_\_ Neil Brinicombe, Interim Headteacher**

## Equality

We recognise our duty and responsibility to establish equality for all pupils, staff, other members of the school community and service users regardless of their ethnicity, gender, disability, sexual orientation; age or beliefs as defined within existing equalities legislation (please see 'Single Equality Scheme').

### Rationale

Most pupils will have at some time a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having **medical needs**. Most children with medical needs are able to attend school regularly and with some support from school, can take part in most normal school activities. However, staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. There will be some pupils whose access to the curriculum is impaired not so much by the need to take medication but that their condition brings with it a level of dependency on adult support to meet their personal needs. This policy seeks to include these pupils and their needs.

Parents or guardians have prime responsibility for their child's health and should provide school with the information about their child's medical condition.

**\* There is no legal duty which requires school staff to administer medication; this is a voluntary role however school should take all reasonable steps to ensure a pupil can attend school without interruption to their education.** Staff who provide support for pupils with medical needs, or who volunteer to administer medication, should receive support from the Headteacher and parent, access to information and training, and reassurance about their legal liability. Staff should whenever they feel it necessary consult with their respective professional associations.

### Good Practice

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. Students with a medical condition will not be denied admission or be prevented from taking up a place in school because arrangements for their medical condition have not been made.

### Policy

Pupils at St. Margaret's-at-Cliffe Primary School with medical conditions should be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education. Section 100 of the Children and Families Act 2014 places a duty on 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.

### Definition of the term Medical Condition used in this context:

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances. Some children with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with

SEND, this guidance should be read in conjunction with the SEND code of practice and the school's Local Offer.

### **Statement of Intent**

All pupils attending the school with a medical condition (meeting the above definition) must have an Individual Medical Care Plan.

### **Responsibilities**

It is important that responsibilities for pupils' safety is clearly defined and that each person involved with pupils medical needs is aware of what is expected of them. Close co-operation between school, parents, health professionals and other agencies will help provide a suitably supportive environment for pupils with medical needs.

### **LA**

Where pupils would not receive a suitable education in a mainstream school because of their health needs, the Local Authority has a duty to make other arrangements. Please refer to the Local Offer for more details. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs.

### **Governors**

The Governing body must ensure that arrangements are in place in school to support pupils with medical conditions. In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child. The school, Local Authority, health professionals and other support services should work together to ensure that children with medical conditions receive a full education.

The Governing body should ensure that the school's leaders liaise with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported. The needs of each individual child must be considered and how their medical condition impacts on their school life.

The Governing body must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. Policies should be reviewed regularly and be readily accessible to parents and school staff.

The Governing body will ensure that:

- The Headteacher implements this policy effectively.
- The individual Medical Care Plans are devised, implemented and monitored by the Headteacher working in partnership with the parents, pupil, SENCo and relevant healthcare professionals.
- Written records are kept of all medicines administered to children.
- All Medical Care Plans (IMPs) actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- That staff are properly trained to provide the support that pupils need.
- That the Individual Medical Care Plan sets out what should happen in an emergency situation.
- That the appropriate level of insurance is in place and appropriately reflects the level of risk, with risk assessment being carried, when appropriate.
- That the school provides parents with information about the Local Offer and the School Offer including information displayed on the school website.
- That parents provide the school with sufficient and up-to-date information about their child's medical needs. This will be prompted with an annual data check.

## **The Headteacher**

The Headteacher:

- Is responsible for implementing the governing body's policy in practice and for developing detailed procedures. (See Appendix 1)
- Should ensure that good lines of communications exist between parents and all relevant education and healthcare professionals exist.
- Should ensure that staff who volunteer should receive proper training and support.
- Is responsible for the day to day decisions on administering medication.
- Must share information with relevant staff to ensure the best care for the child after seeking parental agreement to do so.
- Should ensure that wherever possible the parent is not inconvenienced from work in order to support the pupil or administer medication at school.

## **Parents and Carers**

Parents, as defined in the Education Act 1944, are a child's main carers. They are responsible for making sure that their child is well enough to attend school.

Parents should:

- Provide the Headteacher with sufficient information about their child's medical condition and treatment to allow the appropriate arrangements to be put in place in school.
- Reach agreement jointly with the school on the school's role in helping with their child's medical needs.
- Share information with staff to ensure the best care for the child.

## **School**

The school will:

- Ensure that pupils with medical conditions are identified as they transfer to the school and through the ongoing annual data check process.
- Arrange 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.
- Have separate arrangements in place for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments.
- Designate individuals to be entrusted with information about a pupil's condition; where confidentiality issues are raised by the parent/child.
- Have an identified key worker trained to specifically meet the needs of pupils with a Health and Care Plan (EHCP) linked to a medical condition.
- Always have a minimum of two members of staff available trained in first aid response with knowledge of the students with medical conditions and access to their IMCPs.
- Be clear about what to do in an emergency, including who to contact, and contingency arrangements. (Some children may have an emergency Medical Care Plan prepared by their lead clinician that could be used to inform development of their Individual Medical Care Plan.)
- Make all staff working directly with pupils aware of the pupils in the school with medical conditions, through meetings, information in registers and displays in staffroom/school office.
- Provide sufficient training for staff to meet the needs of pupils at the school with medical conditions.
- Ensure that prescription medicines for children who fall within the remit of this policy and health care procedures will only be given by staff following appropriate training from medical professionals.

### **School Staff**

- Staff should use their discretion and judge each case on its merits with reference to the pupil's Individual Medical Care Plan. Staff should make inhalers and medication easily accessible to pupils and administer their medication when and where necessary.
- Staff should give individual, personalised care to pupils even those with the same condition.
- Staff should take the views of the pupil and their parents into account; act on medical evidence and opinion, but challenge it when appropriate.
- Staff should encourage pupils with medical conditions to remain in school for normal school activities, including lunch, unless this is specified in their Individual Medical Care Plans.
- Staff should supervise pupils with medical conditions if they become ill.
- Staff should not penalise pupils for their attendance record if their absences are related to their medical conditions e.g. hospital appointments.
- Staff should encourage pupils to drink, eat and take toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Staff will not force pupils to take medicines or have necessary procedures against their will. They will aim to follow the procedure agreed in the Individual Healthcare Plan and contact parents when alternative options may need to be considered.
- Staff should support parents in meeting the medical needs of their child in school by accepting responsibility for the student's medical needs at school and encourage pupils with medical conditions to participate, in all aspects of school life, including school trips.

### **Emergency Procedures (see Appendix 3)**

In the event that an ambulance needs to be called any member of staff should;

- \* Preferably liaise with the school office staff who will ring the emergency service stating the medical condition, if liaison is not possible then the member of staff should call the emergency services.
- \* Endeavour to make contact with the parent/carer.
- \* Accompany the child in the ambulance if parent/carer unavailable.
- \* Take a copy of all medical details including medication if parent/carer unavailable.
- \* If parent/carer unavailable remain with the child until the parent/carer arrives.

Generally, staff should not take pupils to hospital in their own car. If it is required then the member of staff should be accompanied by another adult and have public liability vehicle insurance.

### **Individual Medical Care Plans (see Appendix 2)**

The school, healthcare professionals and parents/carers should agree, based on evidence, when an Individual Medical Care Plan would be inappropriate or disproportionate. Where there is a discrepancy an appropriate healthcare professional should be asked to arbitrate.

Individual Medical Care Plans must:

- Be clear and concise.
- Be written in partnership with parent/carers, child, healthcare professional and key staff.
- Be reviewed annually or when there is a change in the condition of the child.
- Be easily accessible whilst preserving confidentiality.
- Securely stored by the Headteacher.
- Outline educational provision if the student is unable to attend school.
- Contain details of the medical condition, its triggers, signs, symptoms and treatments.
- Include relevant SEN information.
- Provide details of the student'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, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between lessons.

- Contain detail regarding prescribed medication (if applicable) including how family and school will work together to ensure that in-date medication is held at school at all times.
- Outline specific support for the student's educational, social and emotional needs – for example, how absences will be managed, changes to the school day and details of a personalised curriculum, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions etc.
- Outline the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State who will provide this 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.
- State contingency plan and plan of action in the event of an emergency.

### **Complaints**

Parents/carers' concerns about the support provided for their child with a medical condition should be directed, in the first instance, to the designated lead for supporting pupils with medical conditions, Craig Ward, Headteacher. Where parents/carers feel their concerns have not been addressed, they should contact Mrs Helen King, Chair of Governors to make a formal complaint via the school's complaint procedure.

### **School Procedures on being informed of a medical need;**

- Healthcare professional or parent/carer informs school of medical needs on admission, or if newly diagnosed, or that needs have changed.
- Senior First Aider, SENCo and teachers to identify those pupils needing an Individual Medical Care Plan (IMCP) with a high level of medical need e.g. diabetes, severe allergic reaction (epi-pen users), and epilepsy.
- Office Manager to record all details of pupils with medical conditions from admission data forms and from annual data check onto SIMS.
- SENCo to co-ordinate IMCP through partnership meeting with parents, child, healthcare professionals, key staff as appropriate.
- Agreement reached what support is needed, and who leads on writing the IMCP (guidance p10 DfE document)
- IMCP implemented and circulated to all relevant staff and First Aid team.
- IMCPs are reviewed annually or when conditions change. In summer term, letter is sent home to remind parents to make sure spare medicines (inhaler/epi-pens) kept in school are in date.
- Administering non-prescription medicines: written permission must be provided by parents/carers, and filed; if a child is unwell, parental permission must be sought before administering pain relief.
- Record kept of all medicines administered by school staff.
- Parent/carers must collect all unused medicines for disposal.
- Risk assessments for school visits and activities off site include relevant medical information.
- All consent forms include a request for medical information.
- List of key staff posted in staffroom.
- Pupil photographs and details of medical need displayed in staffroom.
- School staff training needs identified and actioned through Headteacher and school nurse.

**MEDICAL CARE PLAN FOR A PUPIL WITH MEDICAL NEEDS****DESCRIPTION OF MEDICAL NEEDS**

|                       |                          |
|-----------------------|--------------------------|
| <b>PHOTO OF CHILD</b> | <b>NAME:</b>             |
|                       | <b>DATE OF BIRTH:</b>    |
|                       | <b>CLASS:</b>            |
|                       | <b>DOCTOR:</b>           |
|                       | <b>Medication :</b>      |
|                       | <b>Place of Storage:</b> |

Describe condition and give details of pupil's individual symptoms, signs, triggers and treatment:

Specific Emergency Procedures:-

Emergency Contact Information:-

Relevant SEN information:-

Educational provision if the student is unable to attend school:-

Special Provision for off site visits:-

**EMERGENCY PLANNING**

To request an Ambulance:-

Dial 999, ask for ambulance and be ready with the following information. Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number: 01304 852639
2. Give your location as follows: St. Margaret's-at-Cliffe Primary School, Sea Street, St. Margaret's-at-Cliffe, Dover, Kent, CT15 6SS
3. Give exact location in the school \_\_\_\_\_
4. Give your name \_\_\_\_\_
5. Give brief description of pupil's symptoms/known medical condition
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to patient.