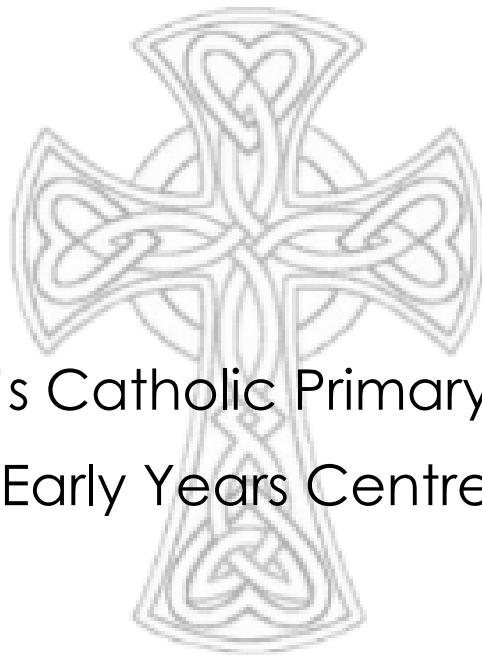


# St. Finbar's Catholic Primary School



St. Finbar's Catholic Primary School  
& Early Years Centre

## **Supporting children with medical conditions Policy**

2026 - 2027

## Our Mission Statement

*In God's love we learn and grow together*

Founded upon Catholic principles of; dignity, solidarity,  
the common good and peace,  
we aim to inspire and celebrate each child's spiritual,  
intellectual, emotional,  
physical and creative growth.

In our safe and caring environment, we share strong,  
positive relationships with each other as well as the  
local community. Learning about each other's lives  
locally and the wider world teaches us the value and  
unique talents of everyone.

We will achieve our goals by enhancing pupils' self-  
esteem, their self-respect, respect for others  
and for all of God's creation.



We will learn and grow together



*In God's love we learn and grow together*

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## Change Log

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## 1. Introduction

This policy outlines how St. Finbar's Catholic Primary School supports pupils with medical conditions to ensure they have full access to education, including school trips, physical education, and extracurricular activities.

As a Catholic primary school, we uphold the principles of **dignity, respect, compassion**, and **the common good**, recognising that every child is created in the image and likeness of God. The school is committed to safeguarding the health and wellbeing of all pupils and complying with statutory guidance.

## 2. Aims

- To ensure all pupils with medical conditions are properly supported so they can participate fully and safely in school life.
- To provide clear guidance on the roles and responsibilities of school staff, parents/carers, and pupils.
- To set out procedures for managing medicines and providing care.
- To work in partnership with healthcare professionals and families to meet individual needs.

## 3. Legislation and Guidance

This policy is written in accordance with the following legislation and statutory guidance:

### Primary Legislation

- Children and Families Act 2014 – Section 100 places a duty on schools to support pupils with medical conditions.
- Education Act 1996 – Ensures pupils' access to education.
- Equality Act 2010 – Requires schools to make reasonable adjustments for pupils with disabilities, including medical conditions.
- Health and Safety at Work etc. Act 1974 – Sets out duties regarding health and safety in the school environment.
- Medicines Act 1968 – Governs the administration and handling of medicines.

### Statutory and Government Guidance

- *Supporting pupils at school with medical conditions* (DfE, 2015) – Core guidance outlining schools' responsibilities.
- Special Educational Needs and Disability Code of Practice (2015) – Guidance related to children with long-term medical needs that may overlap with SEND.
- *Keeping Children Safe in Education* (latest edition) – Ensures safeguarding procedures support pupils with health needs.
- *Health and Safety: Advice for Schools* (DfE) – Provides requirements for safe management of medicines and emergencies.
- NHS Care Plans and training guidance relevant to Individual Healthcare Plans (local NHS Trust).

## 4. Roles and Responsibilities

### The Governing Body

- Ensures arrangements are in place to support pupils with medical conditions.
- Monitors the implementation and effectiveness of this policy.
- Ensures staff receive appropriate training and resources.

### The Headteacher

- Ensures staff are aware of this policy and understand their responsibilities.
- Oversees the development and review of Individual Healthcare Plans (IHPs).
- Ensures adequate training is provided for staff involved in supporting medical needs.
- Ensures risk assessments are completed for school visits and activities.

### Staff

- Follow procedures for managing medicines and supporting pupils.
- Attend training as required.
- Liaise with parents and healthcare professionals where needed.
- Record and report any concerns or incidents involving pupils with medical conditions.

### Parents/Carers

- Provide the school with up-to-date information about their child's medical needs.
- Supply medicines in their original, labelled packaging.
- Complete consent and administration forms as required.
- Work collaboratively with the school to develop and review Individual Healthcare Plans.

### Pupils

- Are encouraged to take responsibility for managing their own medical needs where appropriate.
- Must report any concerns or changes in their condition to a trusted adult.
- Follow guidance provided in their Individual Healthcare Plan.

### School nurses and other healthcare professionals

- Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## 5. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

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

## **6. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

## **7. Procedures for Managing Medicines**

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

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

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

Pupils under 16 **will not** be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled with the child's name and date of birth
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

### **Storage**

- Medicines will be stored safely and securely, accessible only to designated staff.
- Refrigerated medicines will be kept in a clearly labelled, secure medical fridge.

### **Administration**

- Medicines will only be administered with written parental consent.
- A record will be kept of all medicines administered, including date, time, dosage, and the name of the staff member responsible.
- Only trained staff will administer prescription medication.

### **Emergency Medicines**

- Emergency medicines (e.g., inhalers, EpiPens) will be readily accessible at all times.
- Pupils who are able may carry their own inhalers with parental agreement.

### **Refusal or Difficulty Taking Medicine**

- If a pupil refuses medication, staff will follow procedures outlined in the IHP and parents will be informed immediately.

## **8. Individual Healthcare Plans (IHPs)**

- IHPs will be created for pupils with significant, long-term, or complex medical needs, or when a medical professional advises that an IHP is required.
- The development of an IHP will be a collaborative process involving parents/carers, the pupil (where appropriate), school staff, and relevant healthcare professionals.
- Each IHP will include:
  - Details of the medical condition, symptoms, and potential triggers.
  - Required medication, dosage, storage, and administration arrangements.
  - Specific support needed during the school day, including emotional and pastoral support.
  - Emergency procedures and instructions.
  - Roles and responsibilities of staff, parents, and, where appropriate, the pupil.
- IHPs will be reviewed at least annually, or earlier if a pupil's needs change.

## **9. Staff Training**

- Staff responsible for supporting pupils with medical conditions will receive appropriate training from qualified healthcare professionals.
- Training will include: recognising symptoms, administering medicines, emergency response, and understanding IHPs.
- Records of all training undertaken will be maintained and reviewed annually to ensure staff competence and confidence.

## **10. Record Keeping**

The school will maintain accurate records of:

- All medicines administered, including date, time, dosage, and the member of staff responsible.
- Completed IHPs and their revisions.
- Staff training certificates and updates.

## **11. Emergency Procedures**

- All staff will be familiar with emergency procedures outlined in each pupil's IHP.
- Emergency medicines will be easily accessible and not locked away.
- Staff will act immediately in line with IHP guidance and contact emergency services when required.

- Parents/carers will be informed as soon as possible following an emergency.

## 12. Communication Protocols with Parents/Carers

- Parents will be informed promptly if there are concerns about a pupil's medical condition or if medication has been administered unexpectedly.
- The school will communicate with parents when:
  - An IHP is being created or reviewed.
  - Medication supplies are running low or nearing expiry.
  - There has been any incident related to the child's medical needs.
- Regular communication between school and home will support the consistent management of the child's condition.

## 13. School Trips, Activities, and Risk Assessments

- Risk assessments will be completed for all school activities, both on and off site, ensuring the safety and inclusion of pupils with medical conditions.
- Staff leading activities will be briefed on relevant medical needs, IHP requirements, and emergency procedures.
- Necessary medicines and IHPs will accompany pupils on all trips and activities.
- Adjustments will be made where required so pupils can participate fully in school life.

## 14. Liability and indemnity

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

The details of the school's insurance policy are:

**Company:** Maven

**Policy start date:** 1<sup>st</sup> May, 2025

**Policy Number:** Redacted

**Policy end date:** 30<sup>th</sup> April, 2026

## 15. Confidentiality and Data Protection

- Information about a pupil's medical condition will be treated confidentially and shared only with relevant staff.
- Data will be processed in line with data protection legislation.

## 16. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Medications Officer or Deputy Headteacher in the first instance. If they cannot resolve the matter, they will direct parents to the Headteacher and/ or the school's complaints procedure.

Medications Officer: Mr C Millington

Deputy Headteacher: Miss T Williams



## **17. Monitoring and Review**

**Reviewed by:** Full Governing Board

**Review date:** March 2026

**Policy cycle:** Annual

**Next review date:** March 2027

Appendix 1: Being notified a child has a medical condition

