



## **St Mary's and Our Lady's Academies – Supporting pupils with medical conditions policy**

Our Vision  
"Many Hearts, One Accord"

Many hearts, one accord - in God's love, we grow and learn together to build the  
kingdom of God.  
(School Mission Statement)

Approved by: Local  
Academy Committee

Date: November 2025

Next review due by: November 2026

Person responsible for  
implementation of this  
policy: Mrs Rathbone

### **Introduction**

Most children at some time in their lives will have a medical condition which could affect their attendance or participation in activities. This may be short-term, such as completing a course of medication, or long term which, if not managed properly, could limit their access to a particular setting and the activities which are on offer. Other children may require medicine in particular circumstances such as asthma or severe allergies.

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.

At St Mary's and Our lady of Grace Catholic Academies we place the needs of each individual child at the heart of their learning. This includes medical conditions.

All relevant staff at St Mary's and Our lady of Grace Catholic Academies will be made aware of a child's condition.

**What happens when a child with a medical condition joins St Mary's / Our Lady of Grace Catholic Academy**

Ideally, we like to be informed about a child's medical condition before they start their first day at our school. This allows us to make an initial assessment and draw up a plan to meet a child's needs where we can prior to their enrolment. When this is not possible, e.g. when a child starts school mid-term, or receives a new diagnosis mid-term, every effort will be made to ensure that suitable arrangements are put into place to support the child within two weeks.

Before a child starts school, we will ensure that sufficient members of staff are trained to support him/her. All relevant staff will be made aware of a child's condition while also maintaining confidentiality.

When a medical condition is unclear, or where there is a difference in opinion, judgements related to the support that will be put into place, will be made based on the medical evidence that is available and consultation with parents.

Once a child starts our school it may be appropriate for a named member of staff to be a support/ main point of contact for a child or their family with a medical condition on a daily basis. At St Mary's and Our lady of Grace Catholic Academies supporting a child with a medical condition during school hours is not the sole responsibility of one person, even when a named person is their daily support/ point of contact. We are firmly committed to working in partnership with all members of our community, healthcare professionals and other agencies to provide the support that a child with a medical condition may require, to the best of our ability.

Where a child returns to school following a period of hospital education or alternative provision (including home tuition), our school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

### **Name of staff member responsible for training**

At St Mary's and Our lady of Grace Catholic Academies we are committed to ensuring that sufficient staff are suitably trained before a child with a medical condition starts our school. Mrs J Davies (SENCO) ensures that this takes place, that all relevant staff are aware of the child's medical condition and that training is regularly updated. All training is individual, to meet the needs of the child with the medical condition. Usually training is renewed every twelve months.

All members of staff will have awareness training. Only staff who have had suitable training will support a child with a medical condition.

When assessing training needs, we are mindful that a First Aid Certificate alone does not constitute appropriate training to support a child with a medical condition.

St Mary's and Our Lady of Grace Catholic Academies are committed to identifying and reducing triggers that can make common medical conditions worse or that can bring on an emergency both at school and during out-of-school visits. School staff have access to a list of the triggers for each pupil with medical conditions at our school, where this is deemed necessary. We actively work towards reducing or eliminating these health and safety risks.

### **Other Roles and Responsibilities**

School checklists for Headteacher's, SENCO's, Senior Leadership Teams to support putting policy in place.

<http://www.stmarysstoke.co.uk/policies/>

<http://www.ourladyofgraceacademy.co.uk/policies/>

### **Cover Arrangements**

If a member of staff, who supports a child with a medical condition is absent cover arrangements will be put into place with a member of staff who know the child well enough to tend to their medical needs.

### **Arrangements for briefing new teachers, including supply teachers:**

When a new member of staff joins our school, Mrs Rathbone/Mrs Statham / Mrs Davis will show this person where our medical needs records are. An assessment of any training needs will be conducted before this person commences employment.

### **Risk Assessments**

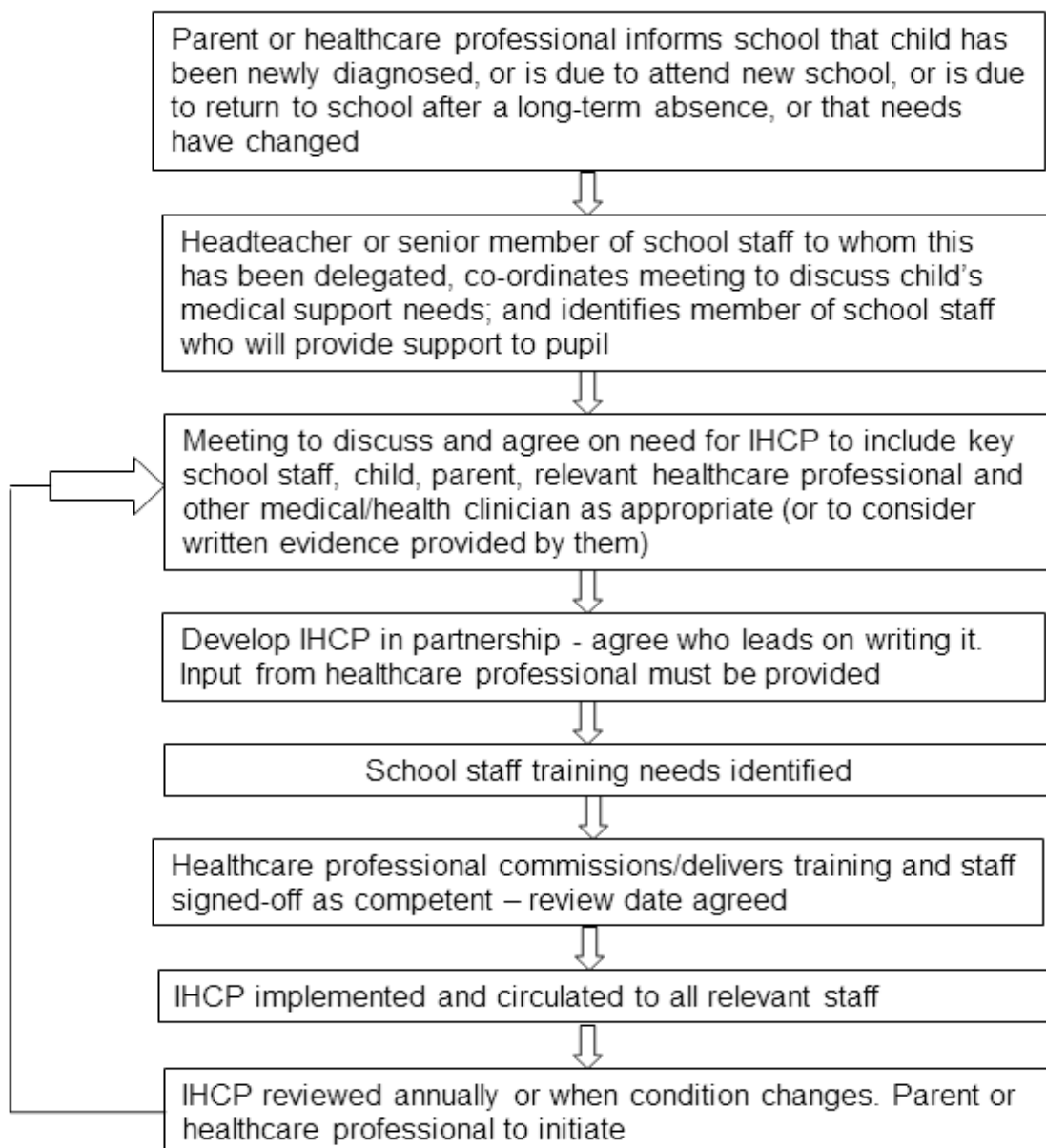
At St Mary's and Our Lady of Grace Catholic Academies a risk assessment is carried out annually for every classroom/ area of the school that children may frequently access including the playground, lunchroom and school hall. Separate risk assessments are carried out for school visits (on and off site) residential trips and other activities that are outside the normal school timetable.

### **Individual Healthcare Plans (IHCPs)**

At St Mary's and Our Lady of Grace Catholic Academies all children may have medical needs from time to time. When a child has a medical condition that is long term s/he will have an Individual Healthcare Plan. IHCPs are written in partnership with pupils, parents, school staff and any outside agencies that are involved including nurses. They are reviewed on an annual basis, unless a child's needs change before this date. In this case a plan is reviewed as soon as a mutual date can be arranged for all stakeholders to meet and review it. Mrs Davies is responsible for the development of IHCPs in supporting a child at school with a medical condition.

When an IHCP is created the best interests of the child are central to this. We try our best to ensure that all risks to a child's education, health and social wellbeing have been assessed, managed and that any disruptions are minimised. All members of our teaching staff are aware that it is not the sole responsibility of one person to ensure that an IHCP is carried out.

The flow chart below outlines how our school identifies and agrees the support that a child may need when developing an IHCP:



(Source: Supporting Pupils at School with Medical Conditions Department for Education December 2015 Annex A.)

Teaching staff who have daily contact with a pupil with a medical condition are given a copy of their IHCP. These staff will be asked to acknowledge that they have read and understood the IHCP as well as any risk assessments associated with it.

## **Procedures for Managing Medicines**

Medicine is only administered if it would be detrimental to the child's health or school attendance, if this was not administered. Any form of medication will only be administered when written consent has been received by the child's parent(s).

All medication must be in date, labelled, provided in the original container as dispensed by the pharmacists and include instruction for administration, dosage and storage (except insulin). This includes aspirin, which we will not administer to children under 16 years of age unless it has been prescribed by a doctor. Medication will be stored in a safe place throughout the school day, usually via the school office.

When a child is required to take medicine during school time parents should contact the school office in the first instance. The school office will provide parents with the necessary form to complete before any medication can be administered.

All pupils will know where their medicine is kept at all times. In the first instance this is the responsibility of the parent. Where children are able to administer medication themselves e.g. asthma inhalers, blood glucose testing machines, these will be under an appropriate level of supervision by an appropriate member of staff.

When medication has been administered parents will be informed that their child has received this, including the date and time, by a member of the school office or the child's class teacher. All medication that is administered is recorded. Each record states what is administered, how much, when and by whom (any side effects are also noted). Medicines are returned to parents as soon as they are no longer required.

In some instances a child may refuse to take their medication. When this happens staff will follow the procedure in the child's IHCP and inform parents so that alternative options can be considered. A member of staff will never force a child to take medication.

If any medicine is administered incorrectly, for example, an incorrect dose or to a child it has not been prescribed to, staff should follow the procedure below:

### **In the event of an error staff should:**

- Stay calm.
- Check all the information again to be clear on what the error is.

- Report the error to a more senior/experienced staff member.
- Ask the senior staff member to come and check the pupil.
- Contact the pupil's parent/carer to inform them of the error and agree next steps.
- Arrange for advice to be sought from the pupil's GP if necessary.
- Document the error on the Medication Administration Record (MAR).
- Complete an incident report.

If at any point after the medication has been administered the pupil starts to show signs of being unwell, staff should call 111 for immediate advice and support.

If the pupil loses consciousness, experiences difficulties breathing, or shows any other signs of serious illness staff should call 999.

### **Emergency Arrangements**

In an emergency situation the first person that a member of staff will contact will be the Headteacher. S/He will then decide whether to contact the emergency services. Every child's IHCP will contain further details about what constitutes an emergency procedure and what procedures should be carried out in these circumstances.

When an emergency procedure arises a member of staff will remain with a child at all times, until their parent arrives.

### **Acceptable and Unacceptable Practice:**

It is generally acceptable practice to:

- Allow children easy access to their inhalers, medication and administering their medication when and where necessary.
- Assume that every child has a unique treatment plan.
- Listen to the views of the child and their parents and that of medical evidence/professionals.
- Keep children in school who have medical conditions as much as possible, unless it is otherwise specified on their IHCP.
- Send a child to the office/medical room with a suitable person.
- Allow children to drink, eat, take toilet breaks or other breaks whenever they need to in order to manage their medical condition effectively.
- Administer medication, support children with toileting issues when reasonably appropriate.
- Remove barriers for children with medical conditions, so far as is reasonably appropriate, to allow them to participate in all aspects of school life including school trips.

It is not acceptable practice for a member of staff to not adhere to the acceptable practice set out above.

We do not penalise children where they are absent from school for a genuine reason related to their medical condition such as a hospital appointment.

### **Asthma Inhalers**

Emergency asthma inhalers are kept in school for emergency use only. Before allowing the use of an asthma inhaler in school the procedure for managing medicines, mentioned earlier in this policy, must be followed.

A child's asthma inhaler will be kept within accessible reach of the child at all times (this will usually be in their classroom). When this is administered a member of staff, usually, will supervise or administer this.

**For further information please refer to our Asthma Policy.**

### **Liability and Indemnity**

St. Mary's and Our Lady of Grace Catholic Academies have the following insurance in place:

RPA – Combined Schools Policy

This insurance covers all staff who provide support to pupils with medical conditions, including the administration of medicines.

Where necessary individual insurance will be arranged by the school for any healthcare procedures.

### **Complaints**

If a parent, child or other member of our school community feels that they are dissatisfied with the support that we provide as a school they have the right to make a complaint. In the first instance this should be discussed with the child's class teacher. For further details of our complaints procedure please see the school's Complaint's Policy.

Complaints may be asked for in writing. We aim to resolve a complaint within (add time frame here).

This policy should be read in conjunction with the following documents:

- School checklists for Headteacher's, SENCO's, Senior Leadership Teams to support putting policy in place.
- Asthma Policy
- Child protection and Safeguarding

- First Aid
- Health and Safety
- SEND
- Templates for Supporting pupils with medical conditions December 2015
- SEND Code of Practice 2015

The proforma's on the following pages have been slightly adapted from the Department for Education publication Templates Supporting Pupils with Medical Conditions December 2015.



## Individual Healthcare Plan Proforma

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



## Parental Agreement for St Mary's and Our Lady of Grace Catholic Academies to Administer Medicine

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

Date for review to be initiated by  
Name of school/setting  
Name of child  
Date of birth  
Group/class/form  
Medical condition or illness


### Medicine

Name/type of medicine  
*(as described on the container)*  
Expiry date  
Dosage and method  
Timing  
Special precautions/other instructions  
Are there any side effects that the school/setting needs to know about?  
Self-administration – y/n  
Procedures to take in an emergency


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

### Contact Details

Name  
Daytime telephone no.  
Relationship to child  
Address


I understand that I must deliver the medicine personally to

[agreed member of staff]

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_



## Record of Medicine Administered to an Individual Child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

## Record of Medicine Administered to an Individual Child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials




## Staff Training Record – Administration of Medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## **Contacting the Emergency Services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

## **Model Letter Inviting Parents to Contribute to the Development of Their Child's Individual Healthcare Plan**

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for (add date and time here). I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [add people's names here]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

