Inter-School

Supporting pupils with medical needs

School of Christ the King	St Bernadette RC Primary	Holy Cross RC Primary School
Hartcliffe Rd	Gladstone Road	Dean Lane
Bristol	Bristol	Bristol
BS4 1HD	BS14 9LP	BS3 1DB

Please note, any reference to “School” refers to all of the schools above.
This policy has been ratified by the Governing body of all 3 schools on the date noted below.

Review Date: December 2025

Next Review Date: December 2026

Stat policy - Annual Review

Source of policy:3 Schools SENCO staff with AI input

History: 2025

Table of Contents

1. Aims and Commitment
2. Individual Healthcare Plans (IHPs)
3. Administration of Medicine
    a. Prescription Medicine (Including EYFS)
    b. Emergency Medication
    c. Self-Care and Competency
4. Roles and Responsibilities
5. Managing Emergencies
6. Inclusive Participation
7. Training and Information Sharing
8. Review date

This policy aligns with the statutory duty on Governing Bodies under Section 100 of the Children and Families Act 2014 and the requirements of the EYFS Statutory Framework.

1. Aims and Commitment

The school aims to:
Ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported to have full access to education and all school activities, including school trips and physical education.
Ensure a safe and inclusive environment where all pupils can remain healthy and achieve their academic potential.
Work collaboratively with parents/carers, pupils, healthcare professionals, and other relevant agencies to develop and implement effective support systems.
Recognise that the support needed for each child is individual and will be reviewed regularly.

2. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) will be developed for pupils with complex or long-term medical conditions (e.g., diabetes, severe allergies, epilepsy, asthma) that require ongoing support or medication during school hours.

Development: The Headteacher (or designated staff member), parents/carers, relevant healthcare professionals (e.g., School Nurse), and the child (where appropriate) will collaborate to create the IHP.

Content:
The IHP will detail:
The medical condition and its symptoms.
Impact on the child's ability to learn and participate.
Daily management and required support (e.g., testing, dietary needs, equipment).
Specific medication details, administration method, dosage, and storage.
Emergency procedures and who to contact.

Review:
IHPs will be reviewed at least annually, or sooner if the child's needs change or following a significant incident.

3. Administration of Medicine

The school will only administer medicines when it is absolutely necessary and where it is not possible for a medicine to be taken outside of school hours. This includes all medication, even over-the-counter remedies like painkillers.

A. Prescription Medicine (Including EYFS)
Written Permission: All prescription medicine must be accompanied by the school's Medication administration form (or equivalent written consent) completed and signed by the parent/carer.

Original Packaging: Medicine must be provided in its original container as dispensed by a pharmacist, clearly labelled with:
Child's name.
Name of the medicine.
Dosage and administration instructions.
Expiry date.

EYFS Requirement: *Prescription medicines must have been prescribed by a doctor, dentist, nurse, or pharmacist. Medicines containing aspirin will only be given if prescribed by a doctor.*

Procedure: Medication must be handed by a parent/carer directly to an adult in the school office/designated staff member, not left in the child's bag.

Records: Staff administering medicine will record the date, time, dosage, and name of the administering adult on CPOMS, in line with the administration form.

B. Emergency Medication
Life-saving medication, such as adrenaline auto-injectors (EpiPens) and inhalers, must be readily accessible at all times and not locked away.
Named staff will be trained in the use of this emergency medication and the associated emergency procedures outlined in the IHP.

C. Self-Care and Competency
Pupils (with parental permission) will be encouraged to take increasing responsibility for managing their own medication (e.g., carrying an inhaler) as they get older and are deemed competent to do so by parents and healthcare professionals. This will be documented in their IHP.

4. Roles and Responsibilities

Role Responsibility Summary
Governing Body
Statutory duty to ensure arrangements are in place to support pupils with medical conditions; ensuring the policy is accessible and implemented effectively.

Headteacher/Designated Staff
Day-to-day responsibility for implementation; ensuring staff training; coordinating IHPs; maintaining communication with parents and health professionals.

School Staff (including EYFS)
Know who the children with medical conditions are and what to do in an emergency; receive appropriate training; support pupils as directed in the IHP; inform the office if a child is unwell.

Parents/Carers
Provide the school with sufficient and up-to-date information about their child's medical condition and needs; ensure medication is in-date and correctly supplied; ensure the child is fit to attend school; collect unneeded medication promptly.

Pupils
Involved in discussions about their care (age-appropriate); comply with their IHP; inform an adult if they feel unwell.

5. Managing Emergencies

Staff will be clear about the emergency procedures outlined in the IHP for individual pupils.
In an emergency, staff will immediately contact the emergency services (999) if necessary, and then contact the parents/carers.
If a pupil's condition is serious, staff will not send them home alone or to the school office unaccompanied.

6. Inclusive Participation

Access to Curriculum:
All reasonable adjustments will be made to ensure pupils with medical conditions can access a full and balanced curriculum, including the EYFS curriculum.

School Trips & Sport:
Risk assessments for all off-site visits and physical activities will specifically consider the needs of pupils with medical conditions, ensuring appropriate support and medication (and trained staff) are available.

Attendance:
Pupils will not be penalised for attendance issues related to their medical condition, such as hospital appointments. Parents must notify the school in advance for the absence to be authorised.

Breaks: Pupils who need to eat, drink, or take toilet breaks to manage their condition effectively will be allowed to do so.

7. Training and Information Sharing

Training:
All staff who agree to support pupils with medical conditions will receive sufficient and suitable training from healthcare professionals (e.g., School Nurse team) and achieve the necessary level of competency. This training will be refreshed regularly.

Confidentiality:
Information about a child's medical condition will be shared with staff on a need-to-know basis to ensure the child's safety and support, while maintaining confidentiality.

8. Monitoring and Review
This policy will be reviewed annually by the Governing Body in conjunction with the Headteacher to ensure it remains fit for purpose and compliant with Bristol City Council legislation

Signed: _____ (Chair of Governors)

Date: _____