

Review Date: February 2029

Belmont Community Primary School

Supporting Pupils with Medical Conditions Policy

1. Statement of Intent

Belmont Community Primary School is committed to ensuring that pupils with medical conditions are properly supported so that they can access and enjoy the same opportunities at school as any other child, including school trips and physical education.

This policy has regard to the Department for Education statutory guidance Supporting Pupils at School with Medical Conditions (2015) and is written in line with the Equality Act 2010.

The school will ensure that arrangements are in place to support pupils with medical conditions and that such pupils are not denied admission or prevented from taking up a place because arrangements for their medical condition have not been made.

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- SEND Policy
- First Aid Policy
- Educational Visits Policy
- Health and Safety Policy
- Intimate Care Policy (where applicable)

2. Roles and Responsibilities

Governing Body

The governing body will:

- Ensure this policy is implemented effectively.
- Ensure appropriate insurance is in place.
- Ensure arrangements are in place to support pupils with medical conditions.

Headteacher

The Headteacher will:

- Ensure this policy is implemented and monitored.

- Ensure staff receive appropriate training.
- Ensure sufficient staff are suitably trained.
- Ensure Individual Healthcare Plans (IHPs) are developed where required.

School Staff

There is no legal requirement for staff to administer medicines. However, staff may volunteer to do so and will receive appropriate training.

Staff will:

- Follow training and written healthcare plans.
- Record medication administered.
- Report concerns immediately.
- Ensure medicines are stored securely and appropriately.

Parents/Carers

Parents are responsible for:

- Providing up-to-date information about their child's medical needs.
- Providing medication in its original packaging, clearly labelled.
- Completing required consent forms.
- Ensuring medication is in date.
- Informing the school of any changes to prescriptions.

3. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed for pupils with long-term, complex or significant medical conditions.

The IHP will include:

- Details of the medical condition.
- Signs, symptoms and triggers.
- Medication and dosage.
- Emergency procedures.
- Staff training requirements.
- Arrangements for school trips and activities.
- Parental consent.
- Review date.

IHPs will be developed in partnership with parents, healthcare professionals and relevant school staff. Plans will be reviewed annually or sooner if required.

Not all pupils with medical conditions will require an IHP. The decision will be made in consultation with parents and relevant professionals.

4. Managing Medicines in School

Prescribed Medicines

Prescription medicines will only be administered at school when:

- It would be detrimental to the child's health or attendance if not administered during the school day.
- The medicine is in its original container with the pharmacy label.
- Written parental consent has been provided.

The label must include:

- Child's name
- Date of birth
- Prescribed dosage
- Frequency of administration
- Expiry date
- The school will not alter prescribed dosages.

Non-Prescribed Medicines (Exceptional Use)

The school recognises that, in some circumstances, administering non-prescribed medication (for example paracetamol suspension) may enable a child to remain in school and continue learning where they are otherwise well enough to attend.

Non-prescribed medication will only be administered where:

- It supports the child's continued attendance and inclusion.
- It would not be appropriate or proportionate to send the child home.
- The child does not have a high temperature or symptoms indicating they are unfit for school.

In these circumstances:

- Written parental consent must be provided on the same day.
- Parents must confirm the time and dose of any medication already administered that day.

- The maximum daily dosage will be checked before administration.
- Medication must be supplied in its original packaging.
- All doses administered will be recorded.
- The school reserves the right to refuse to administer non-prescribed medication where it is deemed inappropriate or where sufficient information has not been provided.
- Non-prescribed medication will not be administered routinely or for reasons of convenience.

5. Storage of Medicines

- Medicines will be stored securely but remain accessible when required.
- Medicines will be stored in a locked cabinet in the medical room or School Business Manager's office.
- Emergency medication (e.g. inhalers, adrenaline auto-injectors) will be stored in an accessible but secure location known to staff.
- Medicines requiring refrigeration will be stored in a clearly labelled, sealed container in a designated medical fridge or separate container within a fridge, away from food items.
- Children will be informed where their emergency medication is kept.

6. Administration of Medicines

Staff administering medicines will check:

- Correct child
- Correct medication
- Correct dose
- Correct time
- Expiry date

All medication administered will be recorded including:

- Date
- Time
- Dose
- Name of medication
- Name and signature of staff member
- No child under 16 will be given medication without written parental consent.

7. Asthma

- Pupils should have immediate access to their inhalers.
- Inhalers must be labelled with the child's name.
- Pupils may carry their inhaler if agreed by parents and the Headteacher.
- All inhaler use will be recorded.
- The school may hold a spare emergency inhaler in line with regulations.

8. Adrenaline Auto-Injectors

The school may hold spare adrenaline auto-injectors in accordance with current legislation.

Where a pupil has a prescribed auto-injector:

- It must be readily accessible.
- Staff will receive training.
- Emergency procedures outlined in the IHP will be followed.
- 999 will be called immediately in the event of suspected anaphylaxis.

9. Diabetes and Other Complex Medical Needs

Pupils requiring procedures such as blood glucose monitoring or insulin administration will have a detailed IHP.

Trained staff who volunteer will carry out agreed procedures in line with healthcare professional guidance.

10. Emergency Procedures

All staff will know:

- How to call emergency services.
- Who is first aid trained.
- Where emergency medication is stored.

In a medical emergency:

- 999 will be called immediately.
- Parents will be contacted.
- A staff member will accompany the child to hospital if a parent is not present.

11. Educational Visits

- Risk assessments for visits will include medical needs.
- A copy of the IHP will be taken.
- A designated staff member will oversee medication.
- Medication will be stored securely and transported safely.

12. Record Keeping

The school will keep:

- A record of all medicines administered.
- Copies of consent forms.
- Healthcare Plans.
- Records will be stored securely in line with data protection legislation.

13. Unacceptable Practice


The school will not:

- Prevent pupils from accessing medication when required.
- Assume every child with the same condition requires identical support.
- Ignore the views of pupils or parents.
- Send pupils home frequently or prevent participation unnecessarily.

14. Liability and Indemnity

The Local Authority provides insurance cover for staff acting in accordance with this policy and appropriate training.

15. Monitoring and Review

Ratified by governors at their meeting on	11 February 2026
Signed	
Review Date	February 2029

