



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Recommended by Sarah Allen
Recommended date 10th March 2026

Signed
Position
Ratification date
New review
Policy Tier (Central/Hub/ School)

Oak Hill First School

Reviewed: March 2026 | Next Review: March 2027

1. Aims

At Oak Hill First School we understand that medical conditions can impact pupils' physical and emotional wellbeing, attendance, and access to learning. We aim to:

- Ensure pupils with medical conditions are fully supported and able to access the curriculum, school trips, residential visits and sporting activities.
- Make clear the roles, responsibilities, and processes for supporting pupils with medical needs.
- Provide confidence to parents/carers that their child will be safe and included.
- Ensure Individual Healthcare Plans (IHPs) are created, reviewed and implemented appropriately.
- Ensure medicines and treatments are managed safely and in line with statutory guidance.
- Promote inclusive, equitable practice aligned with the Equality Act 2010.

2. Legislation and statutory responsibilities

This policy is based on:

- Children and Families Act 2014
- Supporting Pupils at School with Medical Conditions (DfE statutory guidance)
- Equality Act 2010
- SEND Code of Practice (0–25 years)
- First Aid in Schools (DfE, 2022)
- Guidance on AAIs in Schools (DHSC, 2017)
- Food Information (Amendment) Regulations (Natasha's Law)

This policy also operates in conjunction with the school's Administering Medication Policy, SEND Policy, Complaints procedures, Attendance, Admissions, and Equality policies.

3. Roles and responsibilities

3.1 Governing Board

The governing board will ensure:

- Arrangements are in place to support pupils with medical conditions.
- Practice aligns with legislation and DfE guidance.
- Staff are trained and confident.

- No pupil is denied admission solely due to medical needs.
- Medical needs do not put pupils or others at unnecessary risk.
- Policies, procedures and systems are implemented effectively.

3.2 Principal

The Principal is responsible for:

- Day-to-day implementation of this policy.
- Ensuring adequate numbers of trained staff.
- Ensuring staff understand their responsibilities.
- Ensuring appropriate insurance is in place.
- Overseeing IHP development and monitoring.
- Liaising with the school nursing service.
- Ensuring medical information is kept up to date.

3.3 Staff

Staff may be asked (but not required) to support medical needs including administering medicines. Staff will:

- Receive appropriate training.
- Follow IHPs and procedures.
- Know what to do in emergencies.

3.4 Parents/carers

Parents will:

- Provide up-to-date medical information.
- Supply medicines/equipment.
- Participate in IHP development and review.
- Ensure they or a nominated adult are contactable.

3.5 Pupils

Where appropriate, pupils will:

- Contribute to their IHP.
- Manage aspects of their own care where competent

3.6 School nurses and healthcare professionals

Responsible for advising, supporting IHP development, and notifying the school of medical needs.

4. Equal opportunities

The school will ensure no pupil is discriminated against due to their medical needs and that reasonable adjustments enable participation in all activities, including trips and sporting events.

5. Being notified a child has a medical condition

The school will follow procedures set out in Appendix A. IHPs will be created within **two weeks** of notification where required.

The school will not wait for a formal diagnosis to provide support.

6. Individual Healthcare Plans (IHPs)

IHPs will include:

- The condition, symptoms, triggers and treatments
- Medication details
- Support needed
- Emergency procedures
- Participation in trips and activities
- Confidentiality arrangements
- Roles and responsibilities
- Review arrangements (at least annually)

Oak Hill will also ensure that:

- IHPs complement any EHC plans.
- Clinician-/hospital-provided emergency plans inform IHPs.
- IHPs support reintegration following long-term absence.

7. Managing medicines

Following the DfE model policy and your existing school procedures:

- Medicines will only be administered where it would be detrimental to health or attendance not to do so.
- Written parental consent is required except where medicine is prescribed without parental knowledge.
- Medicines must be in-date, labelled, and in original containers (except insulin).
- Pain relief will only be administered after checking dosage timing.
- Aspirin will not be given to under 16s unless prescribed.
- Controlled drugs will be stored securely and recorded.

- Emergency inhalers will be held in school and used following parental consent (Appendix G).
- Records will be kept of all medication administered.

8. Emergency procedures

- All pupils will be informed of emergency expectations.
- IHPs will set out what constitutes an emergency and what to do.
- Staff will follow normal emergency procedures including calling 999.
- A member of staff will stay with the child until parents arrive.

Additional Oak Hill procedures:

- **AAI processes** (doses, training, emergency response, storage, disposal).
- **Defibrillator (AED)** location, checks, and use arrangements.

9. Training

Staff will receive training that is:

- Identified through IHP development
- Led by relevant healthcare professionals
- Kept up-to-date
- Given at induction for new staff

Supply staff will be informed of pupils' medical needs and have access to this policy.

10. Record keeping

- Records will be kept of all medication administered.
- IHPs will be accessible but stored securely.
- Emergency medicine use (e.g., AAI administration) will be logged.

11. Liability and indemnity

The school is covered under the **DfE Risk Protection Arrangement (RPA)** for medical procedure liability. Staff are indemnified when acting within policy and training guidelines.

12. Complaints

Concerns should first be raised with the Principal. If unresolved, the Complaints Procedure applies.

13. Monitoring arrangements

The Principal and governing board will review this policy annually.

14. Links to other policies

- SEND Policy
- Equality Policy
- Health & Safety
- First Aid
- Admissions
- Administering Medication
- Complaints
- Attendance
- Food Policy (Natasha's Law compliance)
- EYFS Infection Prevention (where applicable)

APPENDICES

All Oak Hill appendices are preserved exactly as in your original policy:

- A. IHP Implementation Procedure
- B. Individual Healthcare Plan
- C. Parental Agreement to Administer Medication
- D. Record of Medicine Administered
- E. Contacting Emergency Services

F. Incident Reporting Form

G. Emergency Salbutamol Inhaler Consent

APPENDIX A — Individual Healthcare Plan (IHP) Implementation Procedure

Step 1	A parent or healthcare professional informs the school that a child has a medical condition, is due to return from long-term absence, or that existing needs have changed.
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Step 2	The Admin Team coordinates a meeting to discuss the child's medical needs and identifies a member of staff who will support the pupil if necessary.
Step 3	An Individual Healthcare Plan (IHP) is completed and signed by the parent.
Step 4	Staff training needs are identified.
Step 5	IHP is implemented and shared with relevant staff.
Step 6	The IHP is reviewed annually or whenever the medical condition changes (return to Step 2).

Individual Healthcare Plan

B - Individual Healthcare Plan

	INSERT CHILDS PHOTO HERE
Today's Date:	
Review Date:	
Childs Information	
Childs Name:	
Class:	
Date Of Birth:	
Childs Address:	
Postcode:	
Medical Diagnosis or Condition:	
Medical needs and symptoms:	
Daily Care Required:	
What would be considered an emergency for your child:	
Contact 1 Information:	
Name:	
Phone Number (Work/Home):	
Phone Number (Mobile):	
Contact 2 Information:	

Name:	
Phone Number (Work/Home):	
Phone Number (Mobile):	
Doctor/Specialist Information:	
Name:	
Phone Number:	

Review Date	Parent Confirmation Received	Staff Member

C– Parental consent to administer medication

Name of child:

Address: _____

Date of birth: _____

Doctor's name: _____

Non-Prescribed Medicines:

Prescribed medicines:

NAME OF MEDICINE	TIME TO BE TAKEN	Amount	ROUTE

Signed (Parent/Carer) _____ Dated: _____

D - Record of All Medicine Administered to Pupils

Date	Pupil's name	Time	Name of medicine	Dose given	Reactions, if any	Staff signature	Print name
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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.

- The telephone number: 01527 528523.
- Your name.
- Your location as follows: Wire Hill Drive Redditch.
- The postcode: B987JU.
- The exact location of the individual within the school.
- The name of the individual and a brief description of their symptoms.
- The best entrance to use and where the crew will be met and taken to the individual.

F - Incident Reporting Form

Date of incident	Time of incident	Place of incident	Name of ill or injured person	Details of the illness or injury	Was first-aid administered? If so, give details	What happened to the person immediately afterwards?	Name of first aider	Signature of first-aider

