

St. Anne's R.C. Primary School

Supporting Pupils with Medical Conditions Policy



2026-27

Policy owner	Governing Body / Headteacher
Headteacher	Mr Adam Pierce
Date adopted	September 2026
Review frequency	At least annually, or sooner if legislation/guidance changes
Next review	September 2027
Related allergy policy	Allergy Safety Policy 2026-27 (separate policy)

St. Anne's - making tomorrow a better day.

Mission Statement

As a Catholic community, we value every single member as a unique creation made in the image of God. We work together to help everyone to realise their God-given talents and their part in God's plan. Our school is a place of peace, tolerance and fairness where we follow Christ's example of loving God and loving others. Our ultimate aim is to give our community the prospects, belief and hope that every tomorrow can be a better day.

1. Purpose and scope

St Anne's R.C. Primary School is committed to ensuring that pupils with medical conditions are properly supported so that they have full access to education, including physical education, educational visits, residential visits, enrichment and wider school life. The school will work in partnership with pupils, parents/carers, healthcare professionals and relevant services so that medical needs are understood and supported safely and inclusively.

This policy applies to pupils with short-term and long-term medical conditions and sets out the school's arrangements for supporting them during the school day and while they are under the lawful charge of school staff off site.

2. Legal and statutory framework

This policy has been written with regard to section 100 of the Children and Families Act 2014 and the Department for Education's statutory guidance Supporting pupils at school with medical conditions. The existing DfE medical conditions guidance remains in force in September 2026 while revised guidance is being developed.

Allergy safety is governed by additional statutory requirements introduced by the Children's Wellbeing and Schools Act 2026. St Anne's therefore maintains a separate Allergy Safety Policy in accordance with section 100A of the Children and Families Act 2014 and the DfE's Allergy safety in schools statutory guidance (2026).

The school will also have regard, where relevant, to duties under equality, special educational needs and disability, safeguarding, health and safety and data protection legislation.

3. Related school policies

- Allergy Safety Policy 2026-27
- First Aid Policy
- SEND Policy and SEND Information Report
- Child Protection and Safeguarding Policy
- Educational Visits Policy and EVOLVE procedures
- Intimate Care Policy
- Attendance Policy
- Health and Safety Policy
- Data Protection / UK GDPR policies and procedures

4. Principles

- Pupils with medical conditions will be supported to participate as fully as possible in school life and will not be unnecessarily excluded from activities because of their condition.
- The needs of each pupil will be considered individually. A diagnosis does not automatically mean that an Individual Healthcare Plan (IHP) is required, but an IHP will be used where it would help the school manage the pupil's condition safely and effectively.
- No pupil will be denied admission or prevented from taking up a place because arrangements for a medical condition have not yet been finalised. Reasonable and safe interim arrangements will be agreed where necessary.
- Staff will not undertake medical procedures or administer medicines for which they have not received appropriate information, instruction or training where this is required.
- Pupils' dignity, privacy, independence and views will be respected, taking account of their age and understanding.

5. Roles and responsibilities

5.1 Governing body

The governing body is responsible for ensuring that arrangements are in place to support pupils with medical conditions and that this policy is implemented effectively. It will ensure that sufficient staff are appropriately trained and available, that relevant insurance arrangements are in place, and that pupils with medical conditions can access the same opportunities as other pupils so far as reasonably possible.

5.2 Headteacher

The Headteacher has overall responsibility for implementation of this policy. The Headteacher will ensure that staff are aware of the policy, appropriate staff receive suitable training, sufficient trained staff are available to implement IHPs and emergency arrangements, and relevant information is shared with supply staff and other adults who need it. The Headteacher will liaise with healthcare professionals where necessary and ensure that risk assessments take account of pupils' medical needs.

5.3 School staff

Any member of staff may be asked to provide support to a pupil with a medical condition, including administering medicines, but staff must receive appropriate support and training before taking on duties requiring specific competence. All staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

5.4 Parents and carers

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs, prescribed medication and changes to treatment. They should participate in the development and review of IHPs where required, provide medicines and equipment in accordance with school arrangements, and ensure medicines supplied to school are in date and appropriately labelled.

5.5 Pupils

Pupils will be involved in discussions about their medical support whenever appropriate. Pupils who are competent to manage aspects of their own condition will be encouraged to do so, with arrangements recorded in their IHP where applicable.

5.6 Healthcare professionals

The school will work with relevant healthcare professionals, including school nursing services, GPs and specialist teams, where their advice is required to understand a pupil's needs, develop an IHP or provide appropriate training.

6. Notification that a pupil has a medical condition

When the school is notified that a pupil has a medical condition, it will seek the information needed to put appropriate arrangements in place. This may include consultation with parents/carers, the pupil and relevant healthcare professionals. Arrangements should be established as quickly as practicable, including when a pupil joins the school, receives a new diagnosis, returns after a period of absence or transfers from another setting.

7. Individual Healthcare Plans (IHPs)

The Headteacher, or delegated member of staff, will determine whether an IHP is required in consultation with parents/carers and, where appropriate, a healthcare professional. IHPs will be proportionate to the pupil's needs and easy for relevant staff to use.

An IHP may include, as appropriate:

- the medical condition, signs, symptoms and triggers;
- the pupil's resulting needs, including medication, equipment, access to food or drink, dietary requirements and environmental considerations;
- the level of support required and what the pupil can manage independently;
- who will provide support, any training required and expectations of their role;
- arrangements for written permission for medication;
- arrangements for school trips, PE, extracurricular activities and other changes to normal routine;
- confidentiality and who needs access to relevant information;
- what constitutes an emergency and the action to take;
- arrangements for cover when usual staff are unavailable;
- any separate emergency or specialist care plan that forms part of, or is linked to, the IHP.

IHPs will be reviewed at least annually, or sooner if the pupil's needs, treatment or circumstances change. Parents/carers and pupils will be involved in reviews. Relevant staff will have access to the information they need to support the pupil safely.

8. Medicines in school

8.1 General arrangements

- Medicines should only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so.
- Prescription medicines will normally only be accepted when they are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception is insulin, which may be supplied in a pen or pump rather than its original container but must be in date.
- The school will obtain appropriate written parental consent before administering medicine, except where emergency arrangements or legislation permit otherwise.
- The school will not routinely administer non-prescription medicines unless this is permitted under an agreed school procedure and appropriate consent and instructions have been obtained.

- A pupil will never be forced to take medicine. If a pupil refuses, staff will follow the agreed plan, inform parents/carers as appropriate and seek medical advice if the refusal may place the pupil at risk.

8.2 Administration and records

A record will be kept of medicines administered to pupils. Records should identify the pupil, medicine, dose, date, time and the member of staff administering or supervising it. Parents/carers will be informed where appropriate, including if medication is refused or an error or significant concern occurs.

8.3 Storage and access

Medicines will be stored safely and in accordance with their instructions. Emergency medicines must be readily accessible to pupils who require them and to staff who may need to administer them. Medicines must not be locked away where this would prevent prompt access in an emergency. Pupils who are competent to carry and manage their own medication may do so where this has been agreed.

8.4 Controlled drugs

Controlled drugs will be stored securely with access limited to authorised staff, while remaining readily accessible when required. A pupil who has been prescribed a controlled drug may legally possess it if they are competent to do so, but the school may agree safer storage arrangements. Administration will be recorded in accordance with school procedures.

8.5 Disposal

Parents/carers should collect medicines that are no longer required or have expired. Sharps and other clinical waste will be disposed of safely using appropriate containers and collection arrangements.

9. Emergency procedures

Where a pupil requires emergency medical assistance, staff will follow the pupil's IHP or emergency plan where one exists, call 999 when required and provide first aid or other trained emergency support while awaiting medical help. Parents/carers will be contacted as soon as practicable, but emergency treatment will not be delayed while attempting to contact them.

If a pupil is taken to hospital by ambulance, a member of staff will accompany the pupil where appropriate if a parent/carer is not immediately available, taking relevant medical information where this can be done safely and lawfully. Staffing arrangements for the remaining pupils will be maintained.

10. Asthma

Pupils with asthma must have prompt access to their prescribed reliever inhaler. Where the school holds an emergency salbutamol inhaler, it will be managed and used in accordance with the applicable national guidance, parental consent arrangements and the pupil's asthma/healthcare plan. Use of an emergency inhaler will be recorded and parents/carers informed.

11. Allergies and anaphylaxis

St Anne's maintains a separate Allergy Safety Policy. That policy sets out the school's arrangements for identifying and supporting pupils with allergies; Allergy Action Plans and IHPs; reducing the risk of allergen exposure; staff training; catering; educational visits; adrenaline auto-injectors (AAIs); emergency treatment of anaphylaxis; and the recording and review of allergic incidents and near misses.

Where a pupil has an allergy alongside another medical condition, their needs will be considered holistically and relevant allergy documentation will form part of, or be appropriately linked to, their IHP.

The Allergy Safety Policy must be read alongside this policy. Detailed anaphylaxis and AAI instructions are therefore not duplicated here.

12. Educational visits, PE and wider school activities

The school will actively support pupils with medical conditions to participate in educational visits, residentials, PE, clubs and other activities. Appropriate planning and risk assessment will identify reasonable adjustments, medication, equipment, emergency arrangements and trained staff required. Relevant medication and plans must accompany the pupil and be accessible throughout the activity.

A pupil will not be excluded from an activity simply because they have a medical condition. Where a particular activity presents a significant risk that cannot be reduced to an acceptable level, the school will discuss this with the pupil, parents/carers and relevant healthcare professionals and consider reasonable alternatives.

13. Staff training and support

Training will be based on the needs of pupils in school and the responsibilities staff are expected to undertake. Healthcare professionals should provide or confirm appropriate training where specialist knowledge or clinical competence is required. Training records will be maintained and refresher training arranged when required. Whole-school awareness will be provided where staff need to recognise a condition or know how to respond in an emergency.

14. Record keeping and information sharing

The school will maintain appropriate records of IHPs, parental consent, staff training and medication administered. Medical information is personal data and will be handled securely in accordance with the school's data protection arrangements. Information will be shared with staff and other adults on a need-to-know basis so that pupils can be supported safely. Where necessary for a visit or emergency, relevant information will be available to the staff responsible for the pupil.

15. Accidents, illness and first aid

Accidents and episodes of illness that are not part of an established medical condition will be managed under the school's First Aid Policy and procedures. Appropriate first aid will be provided, emergency services called where necessary, and parents/carers informed in accordance with school procedures. Head injuries and significant incidents will be managed and recorded in line with the First Aid Policy. This policy should not be used as a substitute for the school's first-aid arrangements.

16. Unacceptable practice

Although decisions must take account of individual circumstances, it is generally unacceptable practice to:

- prevent pupils from easily accessing their inhalers or other emergency medication and administering it when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parents/carers, or ignore medical evidence or opinion without good reason;
- send a pupil with a medical condition home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP;
- send an unwell pupil to the school office or medical area unaccompanied where their condition means this would be unsafe;

- penalise pupils for attendance affected by their medical condition, including appointments, where this is contrary to applicable attendance arrangements;
- prevent pupils from drinking, eating, taking toilet or other breaks whenever they need to in order to manage their condition effectively;
- require parents/carers to attend school to administer medication or provide medical support as a routine condition of the pupil's attendance;
- prevent or create unnecessary barriers to participation in any aspect of school life, including educational visits, because of a medical condition.

17. Equality, SEND and safeguarding

Some pupils with medical conditions may be disabled under the Equality Act 2010 and the school will make reasonable adjustments where required. Some may also have special educational needs or disabilities; where this is the case, this policy will operate alongside the school's SEND arrangements and any Education, Health and Care Plan.

Medical needs may also create or increase vulnerability. Staff will remain alert to safeguarding concerns and will follow the Child Protection and Safeguarding Policy where a concern arises. Medical information will never be used to delay or replace safeguarding action.

18. Insurance and liability

The governing body will ensure that appropriate insurance arrangements are in place for staff who support pupils with medical conditions. Staff acting within the scope of their employment, training and agreed school procedures will be covered by the school's relevant insurance arrangements. Any specific requirements or limitations will be communicated to staff.

19. Complaints

Concerns about the support provided to a pupil with a medical condition should normally be raised with the school in the first instance so that they can be resolved promptly. Formal complaints will be considered under the school's Complaints Policy. Parents/carers may also use relevant statutory or external routes where applicable.

20. Monitoring and review

The Headteacher will monitor implementation of this policy and report to governors as appropriate. The policy will be reviewed at least annually and sooner where there is a significant change in legislation, statutory guidance or school practice. Individual incidents, complaints and feedback will be considered as part of ongoing review and improvement.

Appendix 1 – IHP decision and review checklist

- Has the school received clear information about the pupil's diagnosis/medical needs?
- Is an IHP needed to manage the condition safely and effectively?
- Have the pupil and parents/carers been involved?
- Is healthcare professional input required?
- Are medication, equipment, dietary or environmental arrangements clear?
- Are emergency signs and actions clear?
- Are staff roles and training requirements identified?
- Are cover arrangements in place?
- Have trips, PE and extracurricular activities been considered?
- Is allergy documentation linked where relevant?
- Has a review date been set, with earlier review if needs change?

Appendix 2 – Key references

- Department for Education, Supporting pupils at school with medical conditions (statutory guidance; current guidance remains in force in September 2026).
- Children and Families Act 2014, section 100 – duty to support pupils with medical conditions.
- Children's Wellbeing and Schools Act 2026, section 34, inserting sections 100A and 100B into the Children and Families Act 2014.
- Department for Education, Allergy safety in schools (statutory guidance), published July 2026.
- Department for Education, Keeping Children Safe in Education 2026.
- Equality Act 2010 and SEND Code of Practice: 0 to 25 years, where applicable.