



Autumn | 26-27

St Joseph's Catholic Primary School

Supporting Pupils with Medical Conditions Policy

Date ratified by Governors:	Autumn 2026
Date of next review of the policy:	Autumn 2027
This policy is reviewed:	Annually

Learn together and grow in God's love

Aspiration - Compassion - Community - Faith - Respect – Responsibility

St Joseph's Catholic Primary School
Commerell Street
East Greenwich
London SE10 9AN

Table of Contents

Section 1: Aims	3
Section 2: Legislation and Guidance	3
Section 3: Roles and Responsibilities	3
Section 4: Equal Opportunities	4
Section 5: When the School Is Told a Pupil Has a Medical Condition	5
Section 6: Individual Healthcare Plans (IHPs).....	5
Section 7: Managing Medicines	5
Section 8: Asthma and Emergency Asthma Inhalers.....	6
Section 9: Emergency Procedures.....	6
Section 10: Trips, Residential and Sport	7
Section 11: Training.....	7
Section 12: Unacceptable Practice	7
Section 13: Serious Incidents and Near Misses.....	7
Section 14: Record Keeping and Information Sharing	8
Section 15: Liability, Indemnity and Complaints.....	8
Section 16: Links and Review	8
Appendix 1: Process When the School Is Told a Pupil Has a Medical Condition	9
Appendix 2: Contacting the Emergency Services	10

Section 1: Aims

At St Joseph's Catholic Primary School, we want every child with a medical condition – physical or mental health – to be properly supported, so that they can play a full and active role in school life, remain healthy and achieve their potential. We work in partnership with parents/carers, pupils and health professionals to make this happen. Safeguarding children and keeping them safe is **everyone's responsibility**.

This policy aims to make sure that:

- Pupils, staff and parents/carers understand how the school supports pupils with medical conditions, including how medicines are managed
- Pupils with medical conditions have the same access to education as other pupils, including school trips, sport and extra-curricular activities
- Enough staff are suitably trained, and are aware of pupils' conditions where appropriate
- Individual Healthcare Plans (IHPs) are in place, kept up to date and followed
- There are cover arrangements, so that someone trained is always available to support pupils with medical conditions
- Serious incidents and "near misses" are recorded and learned from

Allergy and anaphylaxis are covered in our separate **Allergy Safety Policy (including Anaphylaxis)**, as now required by law. This policy covers all other medical conditions, and the general arrangements for managing medicines in school. Coeliac disease and food intolerances are covered by this policy.

Section 2: Legislation and Guidance

This policy meets the requirements of:

- Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements to support pupils at school with medical conditions
- The DfE's statutory guidance "Supporting pupils at school with medical conditions" (December 2015, updated August 2017), which remains in force. The DfE has consulted on updating this guidance, and this policy will be reviewed when revised guidance is published
- The DfE's statutory guidance "Allergy safety in schools" (July 2026), issued under section 34 of the Children's Wellbeing and Schools Act 2026, which sits alongside the medical conditions guidance
- The Equality Act 2010, including the duty to make reasonable adjustments for disabled pupils
- The SEND Code of Practice (2015)
- The Human Medicines Regulations 2012 (as amended), including the regulations allowing schools to hold emergency asthma inhalers and "spare" adrenaline auto-injectors
- The Misuse of Drugs Regulations 2001, on controlled drugs
- The statutory framework for the Early Years Foundation Stage (EYFS), which applies to our Reception class
- Keeping Children Safe in Education (2026), and the statutory guidance on arranging education for children who cannot attend school because of health needs

Section 3: Roles and Responsibilities

The Governing Board

- Has ultimate responsibility for making arrangements to support pupils with medical conditions, and approves and reviews this policy
- Makes sure staff are properly trained, and that appropriate insurance is in place
- Receives reports on serious incidents and near misses, and uses them to challenge and improve practice

The Headteacher

The Headteacher, Miss Suzanne Long, has overall responsibility for putting this policy into practice. She will:

- Make sure all staff are aware of this policy and understand their role in it
- Make sure there are enough trained staff to put the policy and all IHPs into practice, including in emergencies and when staff are absent
- Take overall responsibility for the development of IHPs, and make sure the school nursing service is contacted when a pupil with a medical condition needs support
- Make sure systems are in place to share information with staff, including supply staff, about pupils' medical needs

The Medical Lead

Ellen O'Regan coordinates the day-to-day support for pupils with medical conditions. She will:

- Keep the school's medical booklet – the record of all pupils with medical needs, with their names, photographs and conditions – up to date, and replace the copies kept around the school whenever it changes
- Coordinate the writing and review of IHPs with parents/carers, class teachers, the SENCO and health professionals
- Manage parental consent forms, medicine records, and termly checks that medicines are in date
- Keep records of staff training

Staff

- Any member of staff may be asked to support pupils with medical conditions, including administering medicines, but cannot be required to do so unless it is part of their role. Staff who agree to do so will receive suitable training
- All staff must know what to do and respond promptly if a pupil with a medical condition needs help, and must know which pupils in their care have medical conditions
- Teachers will take pupils' medical conditions into account when planning lessons and activities

The SENCO

- Miss Katherine Maciejewski works with the Medical Lead where a pupil's medical condition affects their learning, or where they also have SEND or an EHC plan

Parents and Carers

- Provide the school with full, up-to-date information about their child's medical needs, including any new diagnosis or change
- Are involved in developing and reviewing their child's IHP
- Provide medicines and equipment, make sure they are in date, and collect and replace them as needed
- Make sure they or another nominated adult can be contacted at all times

Pupils

- Pupils are involved in discussions about their medical support, as far as their age and understanding allow, and are encouraged to manage their own condition where this is safe

The School Nurse and Other Health Professionals

- The school nursing service supports the school with IHPs, training and advice. Health professionals should tell the school nurse when a pupil has a medical condition that will need support in school. GPs, paediatricians and specialist nurses may also provide advice and training

Section 4: Equal Opportunities

We will make sure pupils with medical conditions can take part in all aspects of school life, including trips, residential, sport and clubs, and will not prevent them from doing so. We will make reasonable adjustments, carry out risk assessments and consult parents/carers, the pupil and health professionals, so that planned

arrangements keep the pupil safe. Where a pupil misses school because of their condition, we will support them to catch up, and absence for medical appointments or health reasons will be taken into account in line with our Attendance Policy.

Section 5: When the School Is Told a Pupil Has a Medical Condition

- Our admissions forms ask for information about medical conditions. Parents/carers should also tell the school office and class teacher about any new diagnosis or change
- For pupils starting at the beginning of the school year, arrangements (including staff training) will be in place for the start of term
- Where a pupil joins mid-year, or has a new diagnosis, every effort will be made to put arrangements in place within two weeks
- The Medical Lead will meet the parents/carers and, where needed, contact the school nurse to decide whether an IHP is needed (see Appendix 1)
- We do not need a formal diagnosis before providing support. Where a pupil's condition is unclear, or there is a difference of opinion, we will make a judgement about the support needed based on the available evidence, in consultation with parents/carers and health professionals

Section 6: Individual Healthcare Plans (IHPs)

The Headteacher has overall responsibility for IHPs, delegated day to day to the Medical Lead. An IHP will be written where a pupil's condition has an impact on them in school, puts them at risk, or means they need arrangements that are different from or additional to those made for everyone. Not every pupil with a medical condition will need an IHP. Where there is doubt, the Headteacher will decide, with parents/carers and health professionals.

IHPs are written with the pupil (where appropriate), their parents/carers and the relevant health professionals. They are not clinical documents; they set out what the school will do, and attach any care or action plans issued by health professionals. They will be easily accessible to staff who need them, while respecting confidentiality, and will be reviewed at least annually, or sooner if the pupil's needs change. Where a pupil has an EHC plan, the IHP will be linked to it.

IHPs will include, as needed:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's needs, including medication (dose, side effects and storage), equipment, testing, access to food and drink, dietary requirements and environmental issues
- Specific support for the pupil's educational, social and emotional needs, such as extra time, rest periods or support to catch up
- The level of support needed, including in emergencies, and whether the pupil can self-manage their medication
- Who will provide support, their training, and cover arrangements when they are absent
- Who in school needs to be aware of the condition and the support required
- Written consent from parents/carers for medication to be given by staff or self-administered
- Arrangements for trips, residentials and other activities outside the normal timetable
- Where confidentiality issues are raised, the staff to be entrusted with information
- What to do in an emergency, including who to contact, and any contingency arrangements

Section 7: Managing Medicines

Giving Medicines in School

- Medicines will only be given in school when it would be harmful to the pupil's health or attendance not to do so. Wherever possible, parents/carers should ask the prescriber for doses to be taken outside school hours
- No pupil will be given any medicine without written parental consent, using our electronic parental agreement form

- We will only accept prescribed medicines that are in date, labelled, and in their original container as dispensed by the pharmacist, with instructions for administration, dosage and storage. Insulin is the exception: it must be in date, but will usually be in an insulin pen or pump rather than its original container
- Non-prescription medicines will only be given with written parental consent, and following the manufacturer's instructions. Pupils under 16 will never be given medicine containing aspirin unless prescribed by a doctor
- Staff will check the maximum dose and when the previous dose was taken before giving any medicine, and parents/carers will be informed
- Every dose given is recorded on our electronic record of medicine administered to an individual child
- In Reception (EYFS), parents/carers will be told on the same day, or as soon as reasonably practicable, when their child has been given medicine

Storage

- All medicines are stored safely. Pupils know where their medicines are and can access them immediately, or know who holds the key
- Emergency medicines, such as asthma inhalers, adrenaline devices and blood glucose testing kits, are always readily available to pupils and are never locked away. They go with pupils on trips and when they leave the classroom for activities
- Medicines that need refrigerating are kept in a secure, clearly labelled fridge in the school office
- Medicines no longer needed, or out of date, are returned to parents/carers for safe disposal. Sharps boxes are used for needles, and are disposed of through our clinical waste arrangements

Controlled Drugs

- Controlled drugs (for example, some ADHD medicines) are stored securely in a non-portable locked container, with access only for named staff. A record is kept of doses given and the amount held

Pupils Managing Their Own Needs

- Pupils who are competent to do so will be supported to manage their own medicines and procedures, such as using their asthma inhaler, as agreed with parents/carers and set out in their IHP. Staff will still supervise as appropriate
- If a pupil refuses to take their medicine or carry out a procedure, staff will not force them, but will follow the IHP and inform parents/carers so that other options can be considered

Section 8: Asthma and Emergency Asthma Inhalers

- Pupils with asthma should have their own reliever inhaler (and spacer) in school, kept with them or in their classroom, and taken with them to PE, on trips and to other activities. Pupils with asthma should have an Asthma Action Plan from their GP or asthma nurse, attached to their IHP
- The school keeps emergency salbutamol inhalers and spacers, as permitted by the Human Medicines Regulations, for use by pupils who have been prescribed a reliever inhaler and whose parents/carers have given written consent, if their own inhaler is unavailable or not working
- Emergency inhalers are kept with our "spare" adrenaline auto-injectors, in the school office, the Year 1 classroom and the Year 6 classroom. The Medical Lead keeps a register of pupils with asthma and consent, and checks the emergency inhalers monthly
- If a pupil with asthma and a known food allergy suddenly has difficulty breathing, staff will always consider anaphylaxis and follow the Allergy Safety Policy. A reliever inhaler must never be given instead of adrenaline for anaphylaxis

Section 9: Emergency Procedures

- Staff will follow the emergency procedures in the pupil's IHP or action plan. All staff know how to call the emergency services (see Appendix 2)

- An adult will stay with the pupil at all times. Help and medicines are brought to the pupil – a pupil who is unwell will never be sent to the office alone
- If a pupil needs to go to hospital, a member of staff will go with them and stay until a parent/carer arrives. Staff should not take pupils to hospital in their own car
- Parents/carers will be contacted as soon as possible

Section 10: Trips, Residentials and Sport

- We will actively support pupils with medical conditions to take part in trips, residentials and sport, and will make reasonable adjustments to allow this
- A risk assessment will be carried out, with parents/carers and, where needed, health professionals, before any trip
- The trip leader will make sure that pupils' medicines, equipment and IHPs are taken on the trip, and that trained staff attend
- Parents/carers will never be required to attend a trip as a condition of their child taking part

Section 11: Training

- All staff have completed half a day of face-to-face training in supporting pupils with medical conditions and responding to emergencies (including anaphylaxis and the use of adrenaline auto-injectors), together with online training through The National College. Training is refreshed annually, and new staff complete it as part of their induction
- Staff who support pupils with specific conditions (for example, diabetes or epilepsy), or who give medicines or carry out procedures, will receive specific training from a suitable health professional, and will not do so until they have been trained and are confident
- IHPs will set out any specific training needed. Training will be kept up to date and recorded by the Medical Lead
- Supply and temporary staff will be told about pupils with medical conditions in their care, and what to do in an emergency

Section 12: Unacceptable Practice

Staff will use their professional judgement, but it is not generally acceptable to:

- Prevent pupils from easily accessing their inhalers and medicines, and from taking them when they need to
- Assume that every pupil with the same condition needs the same support
- Ignore the views of the pupil or their parents/carers, or ignore medical evidence or advice
- Send pupils with medical conditions home frequently, or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP
- Send a pupil who is unwell to the school office or medical room unaccompanied, or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, including by excluding them from attendance rewards
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their condition
- Require parents/carers, or make them feel obliged, to come into school to give medicine or provide medical support to their child, including with toileting
- Prevent pupils from taking part, or create unnecessary barriers to their taking part, in any aspect of school life, including trips – for example, by requiring a parent to go with them

Section 13: Serious Incidents and Near Misses

- Any serious incident or “near miss” involving a pupil’s medical condition or medicines (for example, a missed or wrong dose, or medicine not being available when needed) will be recorded

- on CPOMS on the same day and reported to the Headteacher and the pupil's parents/carers
- The Headteacher will review the incident, and the IHP and this policy will be updated where needed
- Serious incidents and near misses will be reported to the governing board, and any statutory reporting (for example, to the Health and Safety Executive) will be carried out
- Parents/carers are encouraged to tell us about any incident they become aware of, including reactions that happen after the pupil has gone home

Section 14: Record Keeping and Information Sharing

- Written records are kept of all medicines given to pupils, and of parental consent. Records are kept securely
- Information about pupils' medical conditions is special category data. It will be shared only with those who need it to keep the pupil safe, in line with our data protection arrangements, and with the involvement of the pupil and parents/carers
- A copy of the medical booklet (names, photographs and medical conditions) is kept in the staff room, kitchen, every classroom, the school office and the Headteacher's office, in a folder or drawer where staff can reach it quickly but not on open display to pupils or visitors. The kitchen is also given a list of pupils having school dinners, with their medical conditions
- IHPs and records are passed securely to a pupil's new school when they leave

Section 15: Liability, Indemnity and Complaints

- The school has appropriate insurance in place to cover staff who support pupils with medical conditions, including administering medicines, in line with this policy. Details are available from the school office
- Parents/carers with a concern about the support provided should first speak to the class teacher or Medical Lead. If this does not resolve the matter, they can make a formal complaint through the school's complaints procedure

Section 16: Links and Review

This policy links to our Allergy Safety Policy (including Anaphylaxis), Intimate Care Policy, Attendance Policy, SEND Policy, First Aid Policy, Health and Safety Policy, Child Protection and Safeguarding Policy and complaints procedure. It will be reviewed annually by the Headteacher, and after any serious incident, and approved by the governing board. It is published on the school website.

Appendix 1: Process When the School Is Told a Pupil Has a Medical Condition

Step	What happens
1	Parent/carer or health professional tells the school that a pupil has a medical condition, or needs support in school
2	Medical Lead (Ellen O'Regan) arranges a meeting with the parent/carer, the pupil where appropriate, the class teacher and, if needed, the school nurse or specialist, to discuss needs and decide whether an IHP is needed
3	Medical Lead writes the IHP with everyone involved, attaching any care or action plans from health professionals
4	Any staff training needs are identified, and training is arranged and completed
5	IHP is shared with the staff who need it, the pupil is added to the medical booklet, and any medicines and consent forms are in place
6	IHP is put into practice, and reviewed at least annually or when the pupil's needs change

Appendix 2: Contacting the Emergency Services

Dial **999**, ask for an ambulance, and be ready to give the following information. Speak clearly and slowly.

Information	Details to give
School telephone number	020 8858 4182
Your name	
School name and address	St Joseph's Catholic Primary School, Commerell Street, East Greenwich, London
Postcode	SE10 9AN
Where the pupil is in school	Give the exact location, and say which entrance the crew should use. A member of staff will meet the ambulance at the main gate
The pupil's name, age and symptoms	Give a brief description, and any known medical condition
If you suspect anaphylaxis	Say "ANAPHYLAXIS" (ana-fil-ax-is)

Put a completed copy of this page next to every school telephone.