



Robert Clack School of Science

Supporting Pupils at School with Medical Conditions Policy 2026 - 2027

Approved by Executive Headteacher:

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Signed by Chair of Governors:

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Statement of Intent

Robert Clack School aims to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's statutory guidance released in September 2014 – "Supporting pupils at school with medical conditions". Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

Key Roles and Responsibilities

The Local Authority (LA) is responsible for:

Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

Providing support, advice and guidance to schools and their staff.

Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

The Governing Body is responsible for:

The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Robert Clack School.

Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

Handling complaints regarding this policy as outlined in the school's Complaints Policy.

Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.

Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

Keeping written records of any and all medicines administered to individual pupils and across the school population.

Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Robert Clack School.

Ensuring the policy is developed effectively with partner agencies.

Making staff aware of this policy.

Liaising with healthcare professionals regarding the training required for staff.

Ensuring that all staff who need to know are aware of a child's medical condition.

Developing Individual Healthcare Plans (IHCPs).

Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

Taking appropriate steps to support children with medical conditions.
Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
Administering medication, if they have agreed to undertake that responsibility.
Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help. Specifically, all staff must be aware that pupils, where safe to do so, should be sent to the main office on each site to request the assistance of a first aider. If it is not safe to do so staff should send another pupil to the main office to request assistance.

School nurses are responsible for:

Notifying the school when a child has been identified with requiring support in school due to a medical condition.
Liaising locally with lead clinicians on appropriate support.
Supporting the school in implementing and reviewing Individual Health Care Plans (IHCP).
Providing staff training, for example Epipen training.

Parents and carers are responsible for:

Keeping the school informed about any changes to their child/children's health.
Providing the school with the medication their child requires and keeping it up to date.
Collecting any leftover medicine at the end of the course or year.
Discussing medications with their child/children prior to requesting that a staff member administers the medication.
Where necessary, developing an IHCP for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

Definitions

"Medication" is defined as any prescribed or over the counter medicine.
"Prescription medication" is defined as any drug or device prescribed by a doctor.
A "staff member" is defined as any member of staff employed at Robert Clack School, including teachers.

Training of Staff

Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

First aiders and other staff who undertake responsibilities under this policy will receive first aid training, including refresher training, as appropriate.

Mandatory training on allergy awareness and the use of adrenaline auto-injectors is undertaken by all staff on an annual basis.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The Business Manager and/or Data Administrator will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

The Role of the Child

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location: the main office on the Upper School site and the attendance office on the Lower School site.

If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

Individual Health Care Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Delegated staff and medical professionals.

IHCPs will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for the school to administer medicine form.

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

A maximum of four weeks supply of the medication may be provided to the school at one time.

Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

Medications will be stored in the main office on each site.

Any medications left over at the end of the course will be returned to the child's parents.

Written records will be kept of any medication administered to children.

Pupils will never be prevented from accessing their medication.

Robert Clack School cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures.

Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

What constitutes an emergency.

What to do in an emergency.

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Avoiding Unacceptable Practice

Robert Clack School understands that the following behaviour is unacceptable:

Assuming that pupils with the same condition require the same treatment.

Ignoring the views of the pupil and/or their parents.

Ignoring medical evidence or opinion.

Sending pupils home frequently or preventing them from taking part in activities at school.

Sending the pupil to the medical room or school office alone if they become ill.

Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.

Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.

Creating barriers to children participating in school life, including school trips.

Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

Teachers who undertake responsibilities within this policy are covered by the school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

Complaints

The details of how to make a complaint can be found in the Complaints Policy.

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Parental agreement for a school to administer medicine template

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Robert Clack School medicine administering form

Date for review to be initiated by

Name of child

Date of birth

Tutor group

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Asthma

Robert Clack School recognises that asthma is a widespread, serious but controllable condition affecting many children at the school. Our school positively welcomes all children with asthma. We encourage pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by the school staff and pupils. Supply teachers and new staff are also made aware of the policy. All staff who come in contact with pupils with asthma are provided with training on asthma from the school nurse who has delivered asthma training. Training is updated once a year.

Signs of an Asthma attack include:

- Persistent cough
- A wheezing sound coming from the chest (when at rest)
- Being unusually quiet
- The child complains of shortness of breath at rest, feeling tight in the chest (younger children may describe this a tummy ache)
- Difficulty in breathing (fast and deep respiration)
- Nasal flaring
- Being unable to complete sentences
- Appearing exhausted.

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhalers as soon as the parent/carer, doctor or asthma nurse and class teacher agree they are mature enough. The reliever inhalers of younger children are kept in the classroom in a cupboard with easy access. All inhalers must be labelled with the child's name by the parent/carer. It is the parent/carers responsibility to ensure that their child has a pump in school.

Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler. In case the child's own runs out. This needs to be clearly labelled with the child's name and will be kept in the office. The school holds emergency inhalers which are only used in exceptional circumstances, when the child's inhaler has expired. This inhaler would only be used by children, who have either been diagnosed with asthma and prescribed an inhaler, or have been prescribed an inhaler as regular medication.

School staff are not required to administer asthma medicines to pupils (except in an emergency), however many of the staff are happy to do this. School staff who agree to administer medicines are insured by the local education authority when acting in agreement with this policy. All school staff will let children take their own medicines when they need to.

In an emergency situation (unexpected asthma attack), school staff are required to act as any reasonable prudent person would. This may include administering medication:

- keep calm – do not panic
- send for a qualified first aider – do not move the child
- make sure that specific directions of the reliever inhaler are followed
- loosen clothing
- reassure the pupil

If no immediate improvement during an attack continue to follow directions of the reliever inhaler until symptoms improve.

CALL 999 if:

- symptoms do not improve in 5-10 minutes
- the child is too breathless to talk
- the child's lips turn blue
- or if you are in doubt

When a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.

Taking part in sports, games, Tenery, trips and other physical activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all PE teachers at the school are aware of which pupils have asthma from the school's asthma register. All off site activity must include the child's asthma kit.

Children with asthma are encouraged to participate fully in all PE lessons. Teachers will remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson. Their reliever inhaler will be taken with them to the room where the physical activity will take place and encouraged to use it if necessary.

The school does all that it can to ensure the school environment is favourable to children with asthma. The school has a definitive no smoking policy. The school limits the use of any chemicals or aerosols. If at any time a particular fume is causing a child with asthma discomfort, then they will be allowed to leave the room until the air clears.

If a child is missing a lot of time at school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. The school recognises that it is possible for children with asthma to have special educational needs in addition to their asthma.