

**Christ the King Catholic Primary School Supporting Pupils at School with  
Medical Conditions Policy 2026**

Be Safe • Be Respectful • Be Responsible

We love, aspire and serve with Christ our King



# Supporting Pupils at School with Medical Conditions Policy

February 2026

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Christ the King Catholic Primary School is committed to ensuring that pupils with medical conditions receive the support they need to access education fully and safely, in line with the Department for Education's statutory guidance: Supporting pupils at school with medical conditions (2015).

This policy aims to:

- Comply with the statutory duty under the Children and Families Act 2014 and the Equality Act 2010.
- Ensure pupils with medical conditions are properly supported to participate in all aspects of school life, including trips and physical activities.
- Promote partnership working between school staff, healthcare professionals, parents/carers, and pupils.
- Reflect the school's Catholic values by fostering a caring, inclusive environment that respects and supports pupils' health needs.

This policy covers all pupils at Christ the King Catholic Primary School who have medical conditions requiring support during the school day, including both long-term and short-term conditions.

## Roles and Responsibilities

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### Governing Body

- Ensure the school complies with its statutory duties under the Children and Families Act 2014 and the 2015 DfE guidance.
- Monitor the policy's implementation and its impact on pupils' health, well-being, and education.

### Headteacher

- Ensure the policy is implemented effectively.
- Appoint a named member of staff responsible for medical conditions.
- Ensure sufficient staff are suitably trained to support pupils with medical conditions.
- Ensure arrangements are in place for staff absence or turnover so that there is always someone available to support pupils' medical needs.
- Oversee briefing arrangements for supply teachers regarding pupils' medical conditions.

### Named Medical Conditions Lead (David Delaney – Head Teacher)

- Coordinate support for pupils with medical conditions.
- Develop, implement, review, and monitor Individual Healthcare Plans (IHPs).
- Liaise with parents, healthcare professionals, and staff.
- Maintain accurate records and ensure confidentiality.
- Ensure all relevant staff are made aware of the medical conditions of pupils in their care.

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- Organise risk assessments for school visits, holidays, and other activities outside the normal timetable.

## Teaching and Support Staff

- Be aware of pupils with medical conditions in their care.
- Follow IHPs and school procedures.
- Undertake relevant training and attend briefings, including those provided for supply teachers.
- Know how to respond in medical emergencies.

## Parents and Carers

- Inform the school promptly of any medical conditions.
- Provide necessary medication and equipment.
- Collaborate with the school and healthcare professionals.

## Pupils

- Where appropriate, take responsibility for managing their medical needs.
- Communicate with staff if unwell or needing assistance.

## Implementation

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### Identification and Notification

- Parents/carers must notify the school of medical conditions at admission or diagnosis.
- The named lead maintains a register of pupils with medical needs.
- IHPs are developed in collaboration with parents and healthcare professionals for pupils with complex or long-term conditions.

### Individual Healthcare Plans (IHPs)

- IHPs specify the condition, needs, support, and emergency procedures.
- IHPs are reviewed and monitored regularly, at least annually or as needs change.
- Relevant staff have access to IHPs while maintaining confidentiality.

### Staff Training, Awareness, and Briefing

- The Headteacher ensures sufficient staff are suitably trained.
- All staff receive awareness training on supporting pupils with medical conditions.
- Specific training is provided for staff supporting pupils with particular conditions.
- Training is regularly updated and recorded.
- Supply teachers receive briefing (class information pack) on relevant medical conditions and emergency procedures before or on arrival.

### Medication Management

- Only prescribed medication is administered, in original containers with instructions.
- Medication administration records are kept – on Arbor
- Pupils encouraged to manage their medication as appropriate.

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- We will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- Medication is stored safely and accessibly. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away.

## Emergency Procedures

- Clear procedures are in place for medical emergencies.
- Staff are trained to respond appropriately.
- Emergency contact details are kept up to date.

## Risk Assessments for School Activities

- Risk assessments are completed for school visits, residentials, and other activities outside the normal timetable to ensure pupils with medical conditions can participate safely.
- Risk assessments for Residentials are submitted to the LA for approval as part of the Evolve process.
- These assessments are reviewed regularly and shared with relevant staff and parents.

## Supporting Attendance and Inclusion

- The school works with parents, healthcare professionals, and the local authority to support pupils unable to attend due to health needs, following statutory guidance (Dec 2023).
- Reasonable adjustments are made to enable participation in all activities.
- Attendance related to medical conditions is monitored sensitively.

## Unacceptable practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;

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- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

## Communication and Collaboration

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- The school maintains open communication with parents/carers, healthcare professionals, and relevant agencies (e.g., school nurses, CAMHS).
- Multi-agency collaboration ensures coordinated support.
- Pupils are involved in decisions about their care where appropriate.

## Insurance

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- The school insurance arrangements are with Department for Education's Risk Protection Arrangement (RPA) which covers staff providing support to pupils with medical conditions.
- In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

## Monitoring and Review

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- The policy is reviewed annually or in response to legislative changes.
- The named lead monitors the effectiveness of the policy and the implementation of IHPs, reporting to leadership and governors.
- Feedback from parents, pupils, and staff informs improvements.
- Incident and medication administration records are regularly reviewed.

## Related Documents and References

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- Children and Families Act 2014
- Equality Act 2010
- Supporting pupils at school with medical conditions (DfE, 2015)

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- Arranging education for children who cannot attend school because of health needs (DfE, Dec 2023)
- Christ the King Catholic Primary School Safeguarding Policy
- SEND Policy
- Attendance Policy

This policy aligns with the DfE 2015 statutory guidance and ensures that Christ the King Catholic Primary School provides a safe, inclusive, and supportive environment for pupils with medical conditions, enabling them to access education fully and safely while reflecting the school's Catholic ethos.

### Developing an Individual Health Care Plan

Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that needs have changed



Headteacher or senior member of school staff to whom this has been delegated, co-ordinates meeting to discuss child's

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## Individual Health Care Plan

### Pupil Information

Name:	
Date of Birth:	

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Class/Year Group:	
Emergency Contact(s):	
GP/Healthcare Provider Contact:	

## Medical Condition Details

Medical Condition(s):	
Triggers:	
Signs and Symptoms:	
Treatments and Medication:	

Name of Medication(s):	
Dose and Frequency:	
Possible Side Effects:	
Storage Requirements:	

## Pupil's Needs Related to Medical Condition

Medication Administration:	
Self-managed (Yes/No)	
Staff-administered (Yes/No)	
Other Treatments/Support Required:	
Time, Facilities, Equipment, Testing Needed:	
Access to Food and Drink (if applicable):	
Dietary Requirements:	
Environmental Considerations: E.g., crowded corridors, travel time between lessons	

## Educational, Social, and Emotional Support

Impact on Attendance and Absences Management:	
Extra Time or Adjustments for Exams:	
Use of Rest Periods:	
Additional Support for Catching Up:	
Counselling or Emotional Support:	

## Level of Support and Responsibilities

Level of Support Required e.g., full support, supervision, independent	
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Emergency Support Needs:	
Monitoring Arrangements for Self-Management:	

## Staff Involved in Support

Names and Roles of Staff Providing Support:	
Training Required and Completed:	
Confirmation of Proficiency by Healthcare Professional:	
Cover Arrangements When Staff Are Unavailable:	

## Awareness and Confidentiality

Staff Who Need to Be Informed:	
Confidentiality Considerations:	
Designated Individuals for Confidential Information:	

## Permissions

Parental Consent for Medication Administration:	(Yes/No)
Headteacher Consent for Medication Administration:	(Yes/No)
Consent for Self-Administration:	(Yes/No)

## School Trips and Activities

Arrangements for Participation:	
Risk Assessments Completed:	
Additional Support or Equipment Needed:	

## Emergency Procedures (this may be part of the information shared from Hospital/GP)

What to Do in an Emergency:	
Emergency Contacts:	
Contingency Plans:	
Reference to Emergency Healthcare Plan (if applicable):	

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## Review and Signatures

Date Plan Created:	
Plan number:	
Review Date:	

Pupil's Signature (if appropriate):	
Parent/Carer Signature:	
Headteacher Signature:	
Healthcare Professional Signature (if attended review)	