



Poulton-le-Sands C.E. Primary School

Policy for Supporting Pupils at School With Medical Conditions

As a sanctuary of Christian love, we forge futures in our community. We inspire a joy of learning and a delight in one another. In faith, we are refined through challenge, growing with God, together.

The light shines in the darkness and the darkness shall not overcome it.

John 1 v.5

Date reviewed: September 2026

Next review date: September 2027

Responsible person: Headteacher

Approved by: Governing Body

1. Policy Statement

At Poulton-le-Sands C.E. Primary School, we are committed to ensuring that pupils with medical conditions are properly supported so that they can:

- play a full and active role in school life;
- remain healthy and safe;
- achieve their academic potential; and
- access and enjoy the same opportunities at school as other pupils.

We recognise that some pupils have long-term or complex medical conditions which require ongoing support, medication, monitoring or care during the school day. Other pupils may require intervention in an emergency.

Each child's needs are individual and may change over time. We will work in partnership with parents/carers, pupils, healthcare professionals and the Local Authority to ensure appropriate arrangements are in place.

No pupil will be denied admission or prevented from taking part in school activities simply because arrangements for a medical condition are required. However, in line with our safeguarding responsibilities, there may be exceptional circumstances where it would be detrimental to the health of the pupil or others for the pupil to be in school.

2. Legal Framework and Guidance

This policy has been developed with regard to relevant legislation and statutory guidance, including:

- Section 100 of the Children and Families Act 2014;
- Supporting Pupils at School with Medical Conditions – Department for Education statutory guidance;
- Children's Wellbeing and Schools Act 2026;
- Allergy Safety in Schools – Department for Education statutory guidance, 2026;
- Equality Act 2010;
- SEND Code of Practice;
- Department of Health and Social Care guidance on Emergency Asthma Inhalers for Use in Schools;
- Department of Health and Social Care guidance on the Use of Adrenaline Auto-Injectors in Schools; and
- relevant Lancashire County Council guidance.

This policy should be read alongside the school's:

- Allergy Safety Policy;
 - First Aid Policy;
 - Safeguarding and Child Protection Policy;
 - SEND Policy;
 - Educational Visits Policy; and
 - Health and Safety Policy.
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3. Roles and Responsibilities

Supporting a pupil with a medical condition is a shared responsibility. The school will work collaboratively with pupils, parents/carers, staff, healthcare professionals and relevant outside agencies.

Governing Body

The Governing Body will ensure that:

- appropriate arrangements are in place to support pupils with medical conditions;
- this policy is implemented, monitored and reviewed;
- sufficient appropriately trained staff are available;
- staff are competent before taking responsibility for supporting a pupil with a medical condition;
- appropriate insurance arrangements are in place; and
- the school meets its statutory duties relating to allergy safety.

Headteacher

The Headteacher has overall responsibility for the implementation of this policy and will ensure that:

- all staff are aware of the policy and understand their responsibilities;
- relevant staff are made aware of individual pupils' medical conditions and the support they require;
- sufficient appropriately trained staff are available, including contingency arrangements for staff absence;
- Individual Healthcare Plans (IHPs) are developed where appropriate;
- appropriate arrangements are made for educational visits and activities outside the normal school timetable;
- appropriate liaison takes place with the school nursing service and other healthcare professionals; and
- emergency procedures are understood and implemented.

School Staff

Any member of school staff may be asked to provide support to a pupil with a medical condition, including administering medicines, although staff cannot normally be required to administer medication unless this forms part of their contractual duties.

Staff must:

- be aware of pupils in their care who have medical conditions where it is necessary for them to know;
- understand what action to take if a pupil requires help;
- follow the pupil's Individual Healthcare Plan or other agreed medical plan;
- undertake appropriate training before providing medical support for which specific training is required; and
- respond appropriately in an emergency.

A general first aid qualification alone may not provide sufficient training to support a pupil with a specific medical condition.

Parents and Carers

Parents/carers are responsible for:

- providing the school with sufficient and up-to-date information about their child's medical needs;
- informing the school office promptly of any changes to their child's condition, allergies, medication, treatment or dietary requirements;
- participating in the development and review of their child's Individual Healthcare Plan where required;
- supplying prescribed medicines and necessary equipment in accordance with school procedures;
- ensuring medication supplied to school is in date; and
- ensuring that they, or another nominated adult, can be contacted when necessary.

Information held by the school regarding a child's medical conditions, allergies and dietary requirements will be shared appropriately with relevant school staff and, where applicable, staff providing wraparound care such as The Harbour Club.

Parents/carers do not need to maintain a separate medical record with The Harbour Club. Any changes must be reported through the school office so that the school's central records can be updated and the relevant information shared.

Pupils

Where appropriate, pupils will be encouraged to contribute to discussions about their medical needs and to develop their ability to manage their own health.

The level of involvement will depend upon the pupil's age, maturity and individual circumstances.

4. Notification of a Medical Condition

When the school is notified that a pupil has a medical condition, we will consider what arrangements are required.

This may include:

- obtaining appropriate information from parents/carers;
- consulting healthcare professionals;
- identifying staff training requirements;
- preparing or reviewing an Individual Healthcare Plan;
- considering the storage and accessibility of medication;
- considering dietary or environmental requirements;
- making appropriate reasonable adjustments; and
- ensuring relevant staff are informed.

Where possible, arrangements will be established before a pupil starts school or returns following a significant change in their medical needs.

Where a new diagnosis is received during the school year, arrangements will be put in place as soon as reasonably practicable.

5. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) may be required where a pupil has a medical condition requiring ongoing or complex support, or where there is a significant risk that emergency intervention may be required.

Not every pupil with a medical condition will require an IHP. This will be determined according to the individual circumstances and, where appropriate, in consultation with parents/carers and healthcare professionals.

IHPs will be developed in partnership between the school, parents/carers, relevant healthcare professionals and, wherever appropriate, the pupil.

Responsibility for ensuring that an appropriate plan is finalised rests with the school.

An IHP may include:

- the pupil's medical condition;
- triggers, signs and symptoms;
- treatment and medication;
- dosage, administration and storage requirements;
- dietary or environmental requirements;
- access to food, drink or other facilities where required to manage the condition;
- the level of support required;
- emergency procedures;
- who will provide support;
- training requirements;
- arrangements for staff absence;
- arrangements for educational visits and other activities;
- arrangements for self-management of medication, where appropriate;
- relevant contact details; and
- any confidentiality arrangements.

Plans will be reviewed at least annually, and sooner where the pupil's needs, medication or circumstances change.

6. Staff Training

Staff must receive appropriate information and training to enable them to support pupils safely.

Training requirements will be determined by the medical needs of pupils attending the school and may involve:

- the school nursing service;
- specialist nurses;
- other healthcare professionals;
- appropriately qualified training providers; or
- other recognised sources of specialist training.

Staff must not undertake a medical procedure requiring specialist training until appropriate training has been completed and they are considered competent to do so.

Appropriate refresher training will be provided.

Specific requirements regarding allergy awareness and emergency response training for all staff are set out in the school's Allergy Safety Policy.

7. Managing Medicines in School

Medicines will only be administered at school where it would be detrimental to a pupil's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies which allow them to be taken outside school hours.

The following arrangements apply:

- medication will not normally be administered without appropriate parental/carer consent;
- prescribed medication must be in date;
- it must normally be provided in the original container as dispensed by the pharmacist;
- the container must be clearly labelled with the pupil's name and appropriate dosage and administration instructions;
- medicines will be stored safely and securely while remaining appropriately accessible;
- appropriate records will be kept when medicines are administered;
- parents/carers will be informed where appropriate; and
- medication which is no longer required will be returned to parents/carers for safe disposal.

The arrangements for insulin may differ where it is appropriately supplied in an insulin pen or pump.

Controlled drugs will be securely stored and appropriately managed.

Emergency medication must always be readily accessible and must not be stored in a way which could cause an unnecessary delay in an emergency.

8. Asthma

The school recognises that asthma is a common but potentially serious medical condition and that prompt access to appropriate medication is essential.

Staff will be made aware of pupils with asthma and the arrangements required to support them.

The school will ensure that:

- pupils have prompt access to their prescribed reliever inhaler;
- inhalers and spacers are appropriately stored and readily accessible;
- staff know how to obtain assistance in an emergency;
- individual Asthma Action Plans or healthcare information are followed where applicable;

- appropriate medication is available during PE, sporting activities, educational visits and other off-site activities; and
- parents/carers inform the school office of changes to a pupil's asthma, medication or treatment.

Emergency Salbutamol Inhaler

Where the school holds an emergency inhaler, it will be managed in accordance with current government guidance.

The emergency inhaler may only be used in accordance with the applicable guidance and the school's agreed procedures, including the necessary parental consent arrangements.

The school will ensure appropriate arrangements are in place for:

- supply;
 - safe and accessible storage;
 - checking expiry dates and condition;
 - appropriate spacers;
 - identifying pupils for whom emergency use has been authorised;
 - staff training;
 - recording its use; and
 - informing parents/carers following its use.
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9. Allergies and Anaphylaxis

The school recognises that allergies can significantly affect a pupil's health, wellbeing and ability to participate fully in school life.

Anaphylaxis is a serious and potentially life-threatening allergic reaction requiring immediate treatment.

From September 2026, schools have strengthened statutory duties relating specifically to allergy safety.

Poulton-le-Sands C.E. Primary School therefore maintains a separate, published Allergy Safety Policy, which should be read alongside this policy.

The school's allergy arrangements include:

- a whole-school approach to allergy safety;
- appropriate identification and management of known allergies;
- Individual Healthcare Plans and/or Allergy Action Plans where required;
- appropriate communication of allergy information to staff;
- reasonable measures to reduce the risk of accidental allergen exposure;
- appropriate management of food and catering risks;
- readily accessible prescribed adrenaline auto-injectors (AAIs);
- appropriate emergency arrangements;
- allergy awareness and emergency response training for **all staff**; and

- recording, reviewing and learning from serious allergy incidents and near misses.

The school recognises that a serious allergic reaction may occur in a pupil with a previously identified allergy or may, in some circumstances, be the first indication that a pupil has an allergy.

Adrenaline Auto-Injectors

Pupils who have been prescribed adrenaline auto-injectors must have appropriate access to their medication in accordance with their individual arrangements.

The school will also maintain appropriate spare, in-date adrenaline auto-injectors for emergency use, in accordance with current statutory requirements and guidance.

Spare devices do not replace a pupil's own prescribed medication.

Appropriate arrangements will be maintained for:

- storage and accessibility;
- checking devices and expiry dates;
- staff awareness and training;
- recording use;
- replacement following use or expiry; and
- emergency procedures.

Responding to Suspected Anaphylaxis

Staff will receive training to recognise the signs and symptoms of anaphylaxis and respond appropriately.

If anaphylaxis is suspected, it must be treated as a medical emergency.

Staff should:

1. administer adrenaline promptly in accordance with the pupil's emergency plan and their training;
2. call **999** and state that anaphylaxis is suspected;
3. follow the pupil's Allergy Action Plan or Individual Healthcare Plan where available;
4. ensure the pupil is appropriately supervised;
5. follow the instructions of the emergency services;
6. administer further adrenaline where required in accordance with current emergency guidance and staff training; and
7. contact the pupil's parent/carer as soon as practicable.

Emergency treatment must not be delayed while attempting to contact a parent/carer.

Further details are contained within the school's Allergy Safety Policy.

10. Dietary Requirements and Food Intolerances

The school will take reasonable steps to support pupils with medically required diets, food allergies and intolerances.

Information regarding known allergies, dietary requirements and food intolerances held by the school will be made available to relevant staff, including staff providing wraparound care where appropriate.

Parents/carers must notify the school office of any changes so that the school's central records can be updated.

Where food is provided by the school or through school-arranged provision, appropriate allergen information and dietary requirements will be considered in accordance with current food safety and allergy guidance.

11. Emergency Procedures

A pupil's Individual Healthcare Plan or other medical plan will, where appropriate, clearly identify:

- what constitutes an emergency;
- signs and symptoms requiring action;
- the action staff should take;
- emergency medication required; and
- relevant emergency contacts.

All relevant staff must know how to summon emergency assistance.

Where an ambulance is required, accurate information about the pupil and the circumstances will be provided to emergency services.

If a pupil is taken to hospital, an appropriate member of staff should remain with the pupil until a parent/carer arrives or, where necessary, accompany the pupil to hospital, subject to the circumstances and instructions of the emergency services.

12. Refusal of Medication or Treatment

If a pupil refuses to take medication or participate in a medical procedure, staff will not force them to do so.

Staff will follow the arrangements set out in the pupil's Individual Healthcare Plan or other agreed medical plan and inform parents/carers where appropriate.

If refusal places the pupil at immediate risk, emergency procedures will be followed.

13. Educational Visits, PE and Other Activities

Pupils with medical conditions should be supported to participate fully in educational visits, physical education, sporting activities and other school activities wherever reasonably possible.

The school will consider:

- the pupil's individual medical needs;
- appropriate reasonable adjustments;
- access to medication and medical equipment;
- staff training and supervision;
- emergency arrangements; and
- any additional risk assessment required.

Medication required in an emergency must accompany the pupil and remain appropriately accessible.

The school will seek advice from parents/carers and relevant healthcare professionals where necessary.

14. Wraparound Care – The Harbour Club

The school's responsibilities for supporting pupils with medical conditions extend to school-operated wraparound provision, including The Harbour Club, as appropriate.

Relevant information held by the school about a pupil's:

- medical condition;
- allergies;
- dietary requirements;
- medication;
- Individual Healthcare Plan; and
- emergency arrangements

will be shared appropriately with Harbour Club staff who need this information to keep the pupil safe.

Parents/carers should not need to provide the same information separately to The Harbour Club where it is already held by the school.

However, parents/carers must ensure that any change to medication, allergies, medical conditions or dietary requirements is reported promptly to the school office.

The school will ensure that updated information is communicated to relevant Harbour Club staff.

Emergency medication required during a Harbour Club session must remain readily accessible, and Harbour Club staff will receive appropriate information and training according to the needs of pupils attending the provision.

15. Recording Medical Incidents and Near Misses

The school recognises the importance of recording and learning from significant medical incidents and near misses.

Where a pupil experiences a serious medical incident, including a significant asthma attack or allergic reaction:

- appropriate emergency treatment will be provided;
- parents/carers will be informed;
- the incident will be appropriately recorded;
- relevant senior staff will be informed;
- the pupil's Individual Healthcare Plan or other medical plan will be reviewed where appropriate; and
- the circumstances will be reviewed to identify whether any changes to procedures, risk controls, training or support are required.

Serious allergy incidents and near misses will be recorded and reviewed in accordance with the school's Allergy Safety Policy and statutory guidance.

16. Accident and Incident Reporting

Accidents and incidents will be recorded and reported in accordance with the school's procedures and Lancashire County Council requirements.

The appropriate reporting route depends upon who is involved and the circumstances of the incident.

Employee Accidents and Incidents

Accidents and incidents involving **employees** must be reported through Oracle, in accordance with Lancashire County Council procedures.

The employee should inform their line manager or an appropriate senior member of staff promptly.

Pupil Accidents and Incidents

Routine and minor pupil accidents will normally be recorded locally using the school's established accident recording arrangements.

Where a pupil accident or incident is **more serious or unusual**, the Headteacher or appropriate senior member of staff must be informed. They will determine whether additional reporting to Lancashire County Council through the **AF1 process** is required.

Individual members of staff are not expected to determine whether an AF1 is required where they are uncertain. Serious or unusual incidents should be escalated to senior staff.

Visitors and Other Persons

Accidents involving a visitor, parent/carer, contractor or other non-employee should be reported promptly to the Headteacher or appropriate senior member of staff, who will determine the appropriate reporting procedure.

RIDDOR

RIDDOR stands for the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.

Certain serious or work-related accidents, occupational diseases and dangerous occurrences must legally be reported to the Health and Safety Executive (HSE).

Not every accident is RIDDOR-reportable.

Individual members of staff are not responsible for determining whether an incident meets the RIDDOR criteria. Staff must report the incident through the school's appropriate procedures and inform senior staff where an incident is serious or unusual.

The Headteacher or appropriate senior member of staff will determine whether further statutory reporting is required.

17. Safeguarding

Where a medical incident, injury or other event also raises a safeguarding concern, the school's safeguarding procedures must be followed without delay.

The concern must be reported to the Designated Safeguarding Lead (DSL) or Deputy DSL and appropriately recorded.

Completing an accident, incident or medical record does not replace the requirement to make a safeguarding referral internally where there is a safeguarding concern.

18. Confidentiality and Information Sharing

Information about pupils' medical conditions will be treated appropriately and in accordance with data protection requirements.

Information will be shared with members of staff who need it in order to keep the pupil safe and provide appropriate support.

Where necessary, information may also be shared with emergency services, healthcare professionals or other appropriate organisations.

The need for confidentiality will be balanced against the need to ensure that staff have sufficient information to respond safely and effectively.

19. Liability and Indemnity

The Governing Body will ensure that appropriate insurance arrangements are in place to cover staff providing support to pupils with medical conditions.

The level of cover and any associated training requirements will be reviewed where necessary.

20. Complaints

Parents/carers who are dissatisfied with the support provided for their child's medical condition should initially discuss their concerns with the school.

If the matter cannot be resolved informally, parents/carers may use the school's formal Complaints Procedure, which is available on the school website.

21. Monitoring and Review

The Headteacher and Governing Body will monitor the implementation of this policy.

The policy will be reviewed at least annually, or sooner where:

- statutory guidance changes;
- legislation changes;
- there is a significant medical incident or near miss;
- school arrangements change; or
- a review identifies that amendments are required.

The school's separate Allergy Safety Policy will also be reviewed at least annually in accordance with statutory requirements.

Date reviewed: September 2026

Signed:

Mrs Laura T. Gardner
Headteacher

Next review date: September 2027

Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

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Form copied to

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Template B: parental agreement for setting to administer medicine

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

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

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

[agreed member of staff]

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_____

Template C: record of medicine administered to an individual child

Name of school/setting

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Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

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Time given

Dose given

Name of member of
staff

Staff initials

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

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Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Template D: record of medicine administered to all children

Name of
school/setting

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Date	Child's name	Time	Name of medicine	Dose given	Any reaction	Signature of staff	Print name

Template E: staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Template F: contacting emergency services

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.

1. your telephone number

2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely