

MONKSHOUSE PRIMARY ACADEMY

MEDICAL CONDITIONS IN SCHOOL POLICY

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Next Review Date: March 2027

Statement of Intent

Monkshouse Primary Academy has a duty to ensure that arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in school life, remain healthy and have full access to education (including school trips and PE) and achieve their academic potential.

The Academy believes it is important that parents of pupils with medical conditions feel confident that the academy provides effective support for their children's medical conditions and that pupils feel safe in the school environment.

Some pupils with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010. The Academy has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision. For these pupils the Academy's compliance with the DfE's 'Special educational needs and disability code of practice; 0 to 25 years and the Academy's SEND policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we will consult with pupils and their parents, health and social care professionals.

This policy operates in conjunction with the following Academy policies:

- Administering Medication
- SEND
- Drugs
- Complaints
- Pupil Equality
- Attendance
- Admissions

Roles and Responsibilities

Governors will be responsible for:

- Fulfilling their statutory duties under legislation
- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring that pupils with medical conditions can access and enjoy the same opportunities at school as any other child.
- Working with a range of external services to ensure that pupils with medical conditions receive a full education.
- Ensuring that, following long-term, or frequent absence, pupils with medical conditions are reintegrated effectively.
- Instilling confidence in parents and pupils in the Academy's ability to provide effective support.
- Ensuring that members of staff are properly trained to provide the necessary support.
- Ensuring no prospective pupils are denied admission to the Academy because arrangement for their medical conditions have not been made.
- Ensuring that pupils' health is not put at unnecessary risk.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.
- Ensuring that the policy identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils and sets out the procedures to be followed whenever the Academy is notified that a pupil has a medical condition.
- Ensuring the Academy's policy covers the role of individual health care plans and who is responsible for their development in supporting pupils at school with medical conditions.
- Ensuring the plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

The Principal will be responsible for:

- The overall implementation of the policy
- Ensuring that the policy is effectively implemented with stakeholders
- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring enough staff are trained and available to implement the policy and deliver against IHPs, including in emergency situations.
- Ensuring that pupils with medical conditions are properly supported.
- Having overall responsibility for the development of IHPs
- Ensuring staff are appropriately insured.
- Contacting appropriate agencies where a pupil with a medical condition requires support that has not yet been identified.

Staff will be responsible for:

- Providing support for pupils with medical conditions, where necessary, including the administration of medicines, but are not required to do so.
- Being aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.

- Knowing which pupils in their care have a complex health need and being familiar with the contents of the pupil's Individual Health Plan.
- Knowing the schools registered first aiders and where assistance can be sought in the event of a medical emergency.
- Allowing all children to have immediate access to their emergency medication.
- Maintaining effective communication with parents including informing them if their child has been unwell at school.
- Ensuring pupils' medication is taken on a school visit or out of the classroom.
- Being aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact these can have on pupils.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff have an additional responsibility to also:

- Ensure students who have been unwell have the opportunity to catch up on missed schoolwork.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in collaboration with the SENDCO.
- Liaise with parents, the pupil's healthcare professional and if a pupil is falling behind with their work because of their condition.
- Use opportunities such as PHSE and other areas of the curriculum to raise pupil awareness about medical conditions.

First aiders will be responsible for:

- Giving immediate help to casualties with injuries or illnesses.
- When necessary ensuring that an ambulance is called.
- Ensuring they are trained in their role as 1st aider.

Special educational needs co-ordinators have the additional responsibility to:

- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Assist with the drafting of the IHPs
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams.

Pupils will be responsible for:

- Being sensitive to the needs of pupils with medical conditions.
- Telling their parents, teacher or nearest staff member when they are not feeling well.
- Letting a member of staff know if another pupil is feeling unwell.
- Treating all medication with respect.
- Knowing how to gain access to their medication in an emergency.
- Being involved in the development of their IHP if they have one.

Parents/carers will be responsible for:

- Telling the Academy if their child has a medical condition or complex health need.
- Providing the Academy with sufficient, up-to-date information about their child's medical need.
- Ensuring the Academy has a complete and up-to-date Individual Health Plan if their child has a complex health need.
- Being involved in the development and review of their child's IHP.
- Carrying out any agreed actions contained in the IHP.
- Informing the school of any changes to their child's condition.
- Ensuring the Academy has sufficient medication for their child which is labelled with the child's full name and within the expiry date.
- Provide the Academy with appropriate spare medication labelled with their child's name
- Completing all paperwork required by the school.
- Ensuring they, or another nominated adult, are contactable at all times.

Healthcare professionals will be responsible for:

- Notifying the Academy as soon as possible if a child has been identified as having a medical condition which requires support in school.
- Supporting the school staff to implement plans.
- Providing help and advice.
- Providing support for children with particular conditions e.g. asthma, diabetes and epilepsy.
- Cooperating with the Academy.

Admissions

Admissions will be managed in line with the Academy's Admissions Policy.

No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them to the school setting.

Equal Opportunities

Our Academy is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The Academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk Assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Notification

When the Academy is notified that a pupil has a medical condition that requires support in school the Academy will arrange a meeting with parents, any healthcare professionals and the pupil with a view to discussing the necessity of an IHP.

The Academy will not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required a judgement will be made by the Principal based on all available evidence, including medical evidence and consultation with parents.

For a pupil starting school in a September uptake arrangements will be put in place prior to their start and informed by any previous settings. Where a pupil joins mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

Staff Training and Support

Any staff member providing support for a pupil with medical needs will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training should be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in the meetings where this is discussed.

Relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Principal. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions that they are being asked to deal with, their implications and preventative measures.
- Be commissioned by the School Business Manager.

Whole-school awareness will also be carried out to ensure that medical conditions affecting children in the Academy are fully understood, and that staff can recognise difficulties and act quickly in emergency situations. Any cover teachers should be informed of all relevant medical conditions of pupils in the classes they are providing cover for.

Parents of pupils with medical conditions will be consulted for specific advice and their views sought where necessary.

If a child needs to be taken to hospital and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.

Individual Health Care Plans

The Principal has overall responsibility for the development of IHPs for pupils with medical conditions.

Plans will be reviewed, at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with parents and a healthcare professional when this will be necessary. This will be based on evidence. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If the pupil has SEN but does not have an EHC plan the SEN will be mentioned in the IHP. The level of detail in the plan will depend upon the complexity of the child's condition and how much support is needed. The following will be considered when deciding what information to record on IHPs (Appendices 1 and 2):

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dosage, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage the condition, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs. For example how absences will be managed, use of rest periods, additional support catching up with lessons etc.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication it will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support; their training needs, the expectations of their role and cover arrangements for when they are unavailable.
- Who, in school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and Principal for medication to be administered by a member of staff, or self-administered by the pupils during school hours (Appendix 2)
- Separate arrangements or procedures for school trips or activities outside of school hours
- What to do in an emergency, including who to contact, and contingency arrangements
- Where confidentiality issues are raised by the parent/pupil who may be entrusted with information about the pupil's condition.

Self Management

Following discussion with parents, pupils who are competent to manage their own health needs and medicines will be allowed encouraged to take responsibility for self-managing their medicines and procedures. This will be reflected in their IHP.

Where possible, pupils will be allowed to carry their own medicines and relevant devices. Where this is not possible they will be held in suitable locations that can be accessed quickly and easily. If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. They will follow the procedure laid out in the IHP. Following such an event parents will be informed so that alternative options can be considered.

Managing Medicines

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

Pupils under 16 years old will not be given prescription or non-prescription medicines without parents' written consent. (Appendix 3a)

Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the pupils' health not to do so
- Where we have parents' written consent

The Academy will only accept prescribed medicines that are:

- In date
- Labelled
- Provided as dispensed by the pharmacist and include instructions for administration, dosage and storage

The only exception to this is insulin. This must be in date but will be accepted inside an insulin pen or pump.

All medicines will be stored safely. Pupils will be informed where their medicines are at all times and will be able to access them immediately. Medicines and devices such as asthma inhalers and adrenaline pens will always be readily available to the pupils.

Medicines will always be returned to parents to arrange for safe disposal when no longer required. All medication is sent home with pupils at the end of each long term.

Although not currently needed, sharps boxes would be used for the disposal of needles and other sharps. Collection and disposal of these would be dealt with appropriately.

- Controlled drugs will be stored in a non-portable container and only named members of staff will have access. A record will be kept of the amount of the controlled drugs held and any doses administered. Staff may administer a controlled drug to a pupil for whom it has been prescribed, in accordance with the prescriber's instructions.

- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils.

Records will be kept of all medicines administered to pupils stating what, how and how much medicine was administered when and by whom. Any side effects will also be recorded.

Allergens, anaphylaxis and adrenaline auto-injectors

Parents are required to provide the school with up-to-date information relating to their children's allergies as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

The administration of adrenaline auto injectors and the treatment of anaphylaxis will be carried out according to Academy policy. Where a pupil has been prescribed an AAI it will be written into their IHP.

A register of children with AAI is kept in the classrooms and in the office where the AAI are stored.

Staff members are trained in the administration of the AAI and the sequence of events to follow when doing so.

Where a pupil is, or appears to be, having a severe allergic reaction the emergency services will be contacted even if an AAI device has already been administered.

In the event that an AAI has been used parents will be notified and the information will be recorded.

It is the parent's responsibility to ensure the AAI are in date.

Record Keeping

Written records will be kept of all medicines administered to pupils. Proper record keeping will protect both staff and pupils and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell. (Appendix 3b)

Day trips, residential visits and sporting activities

Pupils with medical conditions will be supported to participate in school trips, sporting activities and residential visits.

Prior to an activity taking place the Academy will undertake a risk assessment to enable pupils with medical conditions to participate. In addition to a risk assessment, advice will be sought for pupils, parents and any relevant healthcare professional. The Academy will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician indicates that this is not possible.

Unacceptable Practice

The Academy will not:

- Assume that all pupils with the same condition need the same treatment
- Prevent pupils from easily accessing their inhalers and medication
- Ignore the views of parents of pupils
- Ignore medical advice/opinions
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunchtimes, unless this is specified
- Send an unwell pupil to the medical room or school office alone
- Penalise pupils with medical conditions for their attendance record where the absences relate to their condition
- Make parents feel obliged or forced to come in to administer medication or provide medical support
- Create barriers to pupils participating in Academy life, including trips
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition

Liability and Indemnity

The Governing Board will ensure that the appropriate level of insurance is in place which adequately reflects the Academy's level of risk.

Staff who undertake responsibilities within this policy will be assured by the Principal that they are covered by the Academy's insurance.

Complaints

Parents with a complaint concerning the support provided to pupils with medical conditions are required to speak to the Academy in the first instance. If they are not satisfied with the Academy's response, they may make a formal complaint using the Academy's complaints procedures. If the issue remains unresolved the complainant has the right to complain to the DfE.

Defibrillator

The school has 2 defibrillators – 1 is placed in the medical room the other in the servery.

All staff members are aware of their location. No training is required to use the defibrillators, however first aiders are trained in CPR. The emergency services will always be called when the defibrillator is used.

Monitoring

This policy is reviewed on an annual basis.

Signed _____ Principal on behalf of the Governing Body.

Date _____

Appendix 1

MONKSHOUSE PRIMARY ACADEMY INDIVIDUAL HEALTH PLAN

Child's Name

Teacher's Name

Date of Birth

Child's Address

Post Code:

Medical diagnosis or condition

Date form completed

Review date

Family Contact Information

Name 1

Relationship to child

Phone no (work)

(home)

(mobile)

Name 2

Relationship to child

Phone no (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no

G.P.

Name

Phone no

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 or self-administered with/without supervision, expiry date.

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Daily care requirements (dietary, therapy, intimate care, nursing needs, before physical

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

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Arrangements for school visits/trips etc.

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Other information

--

Describe what constitutes an emergency, and the action to take if this occurs (signs, symptoms etc.)

--

Who is responsible in an emergency (state if different for off-site activities) who should be notified

--

Training requirements – who, what, when

--

Plan developed with

--

Form copied to

--

Do the parents give permission for the information contained in this form to be sent to the emergency care services, should an emergency happen during school hours or at a school activity outside of the normal school day. YES / NO

Signed _____ (Parent)

Date _____

Signed _____ (School)

Date _____

Appendix 2 – Template Letter from School to Parent

Dear Parent

Re: The Individual Health Plan

Thank you for informing the school of your child's medical condition. With advice from the Department for Children, Schools and Families and the school's governing bodies, we are working to follow our medical conditions policy.

As part of this policy, we are asking all parents/carers of children with a complex health need to help us by completing an Individual Health Plan for their child. Please complete the plan enclosed and return it to me at Monkshouse Primary School. If you would prefer to meet Mrs McHugh/Mrs Stewart/Mrs Kay to complete the Individual Health Plan or if you have any questions then please contact me on 01775 722006.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the school and school nurse are kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

Thank you for your help.

Yours sincerely

Mrs S Goodsell
Principal

Appendix 3a

Medication permission and record: individual pupil

PARENTAL CONSENT FOR ADMINISTRATION OF MEDICINES

Medicine should normally be given at home (e.g. before coming to school, at the end of school and before bed time) except on exceptional occasions when parents/carers may complete this form to request that medicine be administered under the supervision of school staff or where a child is bringing medicine into school which they will self-administer.

Name of my child: _____

My child's teacher: _____

Name of my GP: _____

Name of medicine to be given and any special storage instructions:	When? (eg, lunchtime, after food, when wheezy, before exercise):	How much? (eg half a teaspoon, 1 tablet, 2 drops):	Route? (eg by mouth or in each ear):	What is the last date and time this medicine will need to be given?

I request that the treatment be given in accordance with the above information by a member of staff. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises. **I recognise that Monkshouse does this as a service to parents and that schools are not legally bound to do this.**

I undertake to supply the school with the drugs and medicines in appropriate containers, labelled with child's name, medication, timing and dosage.

I accept that whilst my child is in the care of the school, staff are in the position of the parent and may need to arrange any medical aid considered necessary in an emergency. If this happens, I will be told of any such action as soon as possible. I can be contacted via the following during school hours:

Your Name (Please print): _____

Contact telephone number (you must guarantee we can contact you immediately during the days we are administering medicine, in case of any problems): _____

Signed: Date: _____

THIS FORM WILL BE DESTROYED BY THE SCHOOL WHEN THE MEDICATION IS COMPLETED OR CHANGED.

Form 3b – Record of Medication

[illegible]

Appendix 4 – Contacting Emergency Services

Dial 999, ask for an ambulance and be ready with the following information

1. Your telephone number – 01775 722006
2. Give your location as follows –Monkshouse Primary Academy, Pennygate, Spalding, Lincs.
3. State the postcode – PE11 1LG
4. Give exact location in the school of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).
8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

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