



Supporting Children with Medical Needs Policy

Version	Date	Created by	Approved by Governors
V1.01	Jan 2026	K Devane B Maisey	

This policy should be taken and used as part of St John's Church of England VC Infants School and Jumping Johns Nursery's overall strategy and implemented within the context of our vision, instrument of government aims and values as a church of England School.

Policy Statement

St John's C of E VC Infant School is fully committed to supporting pupils with medical needs and ensuring that they have access to the same high quality education as their peers. In line with the Children and Families Act 2014 (Section 100), the Equality Act 2010, and the Education Act 2002, we recognise our statutory duty to make arrangements to support pupils with medical conditions. We believe that every child has the right to participate fully in school life, regardless of their medical needs, and we strive to foster an inclusive, safe, and supportive environment for all.

Purpose and Aims

The purpose of this policy is to set out clear, robust procedures for identifying, supporting, and monitoring pupils with medical needs. Our aims are to:

- Ensure that all pupils with medical needs are able to access and enjoy the same opportunities as any other child.
- Promote inclusion, participation, and achievement for pupils with medical conditions.
- Provide clear guidance to staff, parents, and external agencies on the management of medical needs.
- Safeguard the health, safety, and wellbeing of pupils with medical needs.
- Comply fully with all statutory and regulatory requirements.

This policy applies to all pupils at St John's C of E VC Infant School who have medical needs, whether these are short-term (such as a course of medication) or long-term, complex, or life-threatening conditions. It also applies to all staff, governors, parents, carers, and relevant external agencies, including healthcare professionals and local authority representatives. The policy covers arrangements for the identification, assessment, planning, and management of medical needs both on school premises and during off-site activities.

Legislative and Statutory Framework

Relevant Legislation

This policy is underpinned by the following key legislation:

- **Children and Families Act 2014 (Section 100):** Places a duty on governing bodies of maintained schools and academies to make arrangements for supporting pupils with medical conditions.
- **Equality Act 2010:** Protects pupils from discrimination and requires reasonable adjustments to be made for those with disabilities, including medical needs.
- **Education Act 2002:** Requires schools to safeguard and promote the welfare of pupils.

Statutory Guidance

This policy is informed by the Department for Education's statutory guidance, "Supporting pupils at school with medical conditions" (2015, updated 2017). It also draws on the SEND Code of Practice, Ofsted Inspection Framework, and best practice guidance from the National Association of Head Teachers (NAHT) and Royal College of Nursing (RCN).

Compliance with Regulatory Requirements

St John's C of E VC Infant School is committed to meeting all regulatory requirements, including those set by Ofsted. Inspectors will expect evidence that pupils with medical conditions are able to participate fully in school life, that safeguarding arrangements are robust, and that statutory guidance is being followed. The school will ensure that all relevant policies and procedures are in place, implemented, and regularly reviewed.

Roles and Responsibilities

Governing Body

The Governing Body is responsible for approving this policy and ensuring that arrangements are in place to support pupils with medical needs. Governors must monitor the implementation and effectiveness of the policy, ensure statutory compliance, and receive regular reports from the Headteacher or Designated Lead.

The Governing Body will ensure that the policy is reviewed regularly and is accessible to parents and staff.

Headteacher

The Headteacher has overall responsibility for the implementation of this policy. This includes ensuring that all staff are aware of the policy and understand their roles in supporting pupils with medical needs. The Headteacher will oversee staff training, maintain effective communication with parents and healthcare professionals, and ensure that appropriate risk assessments and emergency procedures are in place. The Headteacher will also report to the Governing Body on the effectiveness of the policy.

Named Person for Medical Needs

The Designated Lead for Medical Needs, Becky Maisey, is responsible for the day-to-day management of medical needs within the school. This includes coordinating the development and review of Individual Healthcare Plans (IHPs), liaising with parents, pupils, and healthcare professionals, and ensuring that staff are appropriately trained. The Designated Lead will maintain records of medical needs, medication administration, and staff training, and will act as the main point of contact for all matters relating to medical needs.

School Staff

All staff have a duty to support pupils with medical needs and to follow the procedures outlined in this policy. Staff must be aware of pupils' medical needs, understand their roles in implementing IHPs, and attend relevant training. Staff should foster a supportive and inclusive environment, respect pupils' privacy, and ensure that pupils are not excluded from activities due to their medical needs. Staff must report any concerns or incidents to the Designated Lead and follow emergency procedures as required.

Parents and Carers

Parents and carers play a vital role in supporting their child's medical needs. They are responsible for providing the school with up-to-date information about their child's medical condition, supplying any necessary medication or equipment, and giving written consent for the administration of medicines. Parents should work in partnership with the school and healthcare professionals to develop and review IHPs, and should notify the school of any changes in their child's condition or treatment.

Pupils

Pupils with medical needs should be fully involved in decisions about their care and support, in line with their age and maturity. The school values pupil voice and encourages pupils to participate in the development and review of their IHPs. Pupils should be supported to take responsibility for managing their own health needs where appropriate, and should feel confident to seek help and support from staff.

Healthcare Professionals and External Agencies

Healthcare professionals, including school nurses, GPs, and specialist clinicians, provide essential advice, training, and support to the school. They may be involved in the diagnosis, care planning, and review of pupils with medical needs. The school will work closely with healthcare professionals and other external agencies, such as the local authority and NHS services, to ensure coordinated and effective support for pupils.

Identification, Assessment, and Planning

Identification of Medical Needs

Pupils with medical needs may be identified through a variety of routes, including parental disclosure, healthcare professional referral, or during transition from another setting. will St John's C of E VC Infant School ensure that information about medical needs is collected as part of the admissions process and that any new or emerging needs are identified promptly. The school will work closely with parents, pupils, and healthcare professionals to gather relevant information and ensure a smooth transition for pupils joining the school or moving between year groups.

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) will be developed for any pupil with a complex, long-term, or life-threatening medical condition, or where the administration of medication or specific care procedures is required. The IHP will be co-produced with parents, the pupil (where appropriate), and relevant healthcare professionals. The plan will set out the nature of the medical condition, triggers, signs and symptoms, required support, medication and dosage, emergency procedures, and the roles and responsibilities of staff. The IHP will also include arrangements for school trips, physical activities, and any necessary adjustments to the curriculum or environment.

Review and Update of IHPs

IHPs will be reviewed at least annually, or sooner if there is a change in the pupil's condition, treatment, or needs. Reviews will involve parents, the pupil, and relevant healthcare professionals, and any changes will be communicated promptly to all staff involved in the pupil's care. The Designated Lead will ensure that IHPs are kept up to date and that copies are stored securely in accordance with data protection requirements.

Managing Medicines in School

Procedures for Managing Medicines

Medicines will only be administered at school when it would be detrimental to a pupil's health or attendance not to do so. The school will only accept prescribed medicines that are in-date, labelled, and provided in the original container, including instructions for administration, dosage, and storage. Non-prescription medicines will not be administered unless agreed as part of an IHP. Medicines will be stored securely in a designated area, with access restricted to authorised staff. Refrigerated medicines will be stored in a secure, temperature-controlled environment. Medicines will be administered by trained staff in accordance with the pupil's IHP and parental consent.

Procedures for the safe disposal of medicines will be followed, with unused or expired medicines returned to parents for safe disposal. Staff will not make changes to prescribed dosages or timings without written instructions from a healthcare professional.

Parental Consent and Record-Keeping

Written parental consent is required for the administration of all medicines in school. Consent forms will be completed and signed by the parent or carer and retained by the school. Each administration of medicine will be recorded using the standard record-keeping form, noting the date, time, dosage, and name of the staff member administering the medicine. Any errors or incidents will be reported immediately to the Designated Lead and parents, and appropriate action will be taken.

Emergency Medication and Procedures

Emergency medication, such as inhalers for asthma or adrenaline auto-injectors for severe allergies, will be readily accessible at all times and not locked away. Staff will be trained in the use of emergency medication and in recognising the signs of a medical

emergency. Emergency procedures will be clearly displayed in relevant areas, and all staff will be familiar with the protocol for contacting emergency services and notifying parents. Spare emergency medication will be kept in accordance with DfE guidance, and expiry dates will be monitored regularly.

Off-Site Activities and School Trips

Medical needs will be fully considered when planning off-site activities, school trips, and residential visits. Risk assessments will be conducted to identify and mitigate any risks associated with the pupil's medical condition. The IHP will be reviewed and updated as necessary to reflect the arrangements for the trip. Staff accompanying pupils on trips will be trained in the administration of medication and emergency procedures, and will carry any necessary medicines and equipment. Parents will be consulted in advance to ensure that all arrangements are appropriate and effective.

Staff Training and Support

Training Requirements

All staff who support pupils with medical needs will receive appropriate training to enable them to carry out their roles safely and confidently. Training will be provided by healthcare professionals or accredited trainers and will cover the administration of medication, emergency procedures, and the specific needs of individual pupils. First aid training will be provided to relevant staff, and refresher training will be arranged as required. The school will ensure that there are always sufficient trained staff available to meet the needs of pupils with medical conditions.

Training Records and Monitoring

Records of all staff training will be maintained, including dates, content, and the names of staff who have completed training. Training needs will be reviewed regularly, and additional training will be provided in response to changes in pupils' needs, new admissions, or updated guidance. The effectiveness of training will be monitored through regular supervision, observation, and feedback from staff and parents.

Support for Staff

Staff supporting pupils with medical needs will have access to ongoing support, supervision, and advice from the Designated Lead and healthcare professionals. The school will foster a culture of openness, where staff feel confident to raise concerns,

seek guidance, and share best practice. Staff wellbeing will be prioritised, and reasonable adjustments will be made to support staff in fulfilling their duties.

Emergency Procedures

Responding to Medical Emergencies

In the event of a medical emergency, staff will follow the procedures set out in the pupil's IHP and the school's emergency protocol. This includes assessing the situation, administering first aid or emergency medication as required, and contacting emergency services (dialling 999) if necessary. A member of staff will remain with the pupil at all times, providing reassurance and support. The Designated Lead or Headteacher will coordinate the response and ensure that all relevant information is communicated to emergency responders.

Communication with Parents and Carers

Parents or carers will be notified as soon as possible in the event of a medical emergency or significant incident involving their child. The school will ensure that up-to-date contact details are held for all pupils and that communication is clear, timely, and sensitive. After an emergency, parents will be informed of the actions taken and any follow-up required.

Post-Incident Review

Following a medical emergency or significant incident, a review will be conducted by the Designated Lead, involving all relevant staff, parents, and healthcare professionals. The purpose of the review is to identify any lessons learned, update the IHP as necessary, and ensure that appropriate support is provided to the pupil and staff involved. The school will also review its procedures and make any necessary improvements to prevent recurrence.

Inclusion, Safeguarding, and Equalities

Inclusion and Access to Curriculum

St John's C of E VC Infant School is committed to ensuring that pupils with medical needs are able to participate fully in all aspects of school life, including the curriculum, extracurricular activities, and school trips. Reasonable adjustments will be made to remove barriers to participation, and staff will work proactively to anticipate and

address any challenges. The school will promote a culture of inclusion, respect, and understanding, and will celebrate the achievements and contributions of pupils with medical needs.

Safeguarding and Confidentiality

Safeguarding the welfare of pupils with medical needs is a priority for St John's C of E VC Infant School. All staff will follow the school's safeguarding policy and procedures, and will be alert to any signs of abuse or neglect. Confidentiality will be respected at all times, and information about pupils' medical needs will be shared only with those who need to know in order to provide effective support. Personal data will be handled in accordance with data protection legislation and the school's privacy policy.

Preventing Discrimination

The school will take all reasonable steps to prevent discrimination against pupils with medical needs, in line with the Equality Act 2010. This includes making reasonable adjustments to policies, practices, and the physical environment, and ensuring that pupils are not excluded from activities or treated less favourably because of their medical condition. Staff will receive training on equality and diversity, and any incidents of discrimination will be dealt with promptly and appropriately.

Communication and Information Sharing

Communication with Parents, Pupils, and Staff

Effective communication is essential to the successful management of medical needs. The school will ensure that parents, pupils, and staff are kept informed about the policy, procedures, and individual arrangements. Information will be provided in accessible formats, and interpreters or alternative communication methods will be used where necessary. Regular meetings will be held with parents and pupils to review IHPs and discuss any concerns.

Liaison with Healthcare Professionals and External Agencies

The school will work closely with healthcare professionals, including school nurses, GPs, and specialist clinicians, to ensure coordinated support for pupils with medical needs. Information will be shared in accordance with data protection requirements, and multi-agency meetings will be convened as necessary to plan and review care. The school will also liaise with the local authority, NHS services, and voluntary organisations to access additional support and resources.

Accessibility of the Policy

This policy will be made available to parents, staff, and relevant stakeholders via the school website and in hard copy upon request. The policy will be explained to new staff and parents as part of the induction process. Alternative formats and languages will be provided where required to ensure accessibility for all members of the school community.

Record-Keeping, Monitoring, and Reporting

Record-Keeping Requirements

Accurate and up-to-date records will be maintained for all pupils with medical needs, including IHPs, parental consent forms, medication administration records, and staff training logs. Records will be stored securely and in accordance with data protection legislation. The Designated Lead will be responsible for ensuring that records are complete, accurate, and regularly reviewed.

Data Protection and Confidentiality

All personal and medical information will be processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR). Access to sensitive information will be restricted to those who need it to provide effective support. The school will ensure that all staff understand their responsibilities in relation to data protection and confidentiality.

Complaints and Policy Review

Complaints Procedure

Parents or pupils who have concerns or complaints about the provision for medical needs should raise these in the first instance with the Designated Lead or Headteacher. If the issue is not resolved, the school's formal complaints procedure should be followed. The school is committed to resolving complaints promptly, fairly, and in a supportive manner, and will ensure that no pupil is disadvantaged as a result of raising a concern.

Appendices

Individual Healthcare Plan (IHP)

Parental Agreement for Administration of Medicine

Record of Medicine Administered to Individual Child

Flowchart: Responding to Medical Emergencies

[W Supporting pupils with medical conditions templates .docx](#)

References

- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- Education Act 2002
- Department for Education (DfE): "Supporting pupils at school with medical conditions" (2015, updated 2017)
- SEND Code of Practice: 0 to 25 years (2015)
- Ofsted Education Inspection Framework
- Data Protection Act 2018 and UK GDPR
- National Association of Head Teachers (NAHT) guidance on supporting pupils with medical needs
- Royal College of Nursing (RCN) guidance on supporting pupils with medical needs
- Somerset Local Offer and guidance for supporting children with medical needs in schools