Head Teacher: Kirsten MacLeod

Supporting Students with Medical Conditions Policy

Policy created by Deputy Head Teacher

Safeguarding. Character Education and SENCO

Reviewed policy agreed by Head Teacher on: **Autumn 2026**

Reviewed policy shared with staff on: **Autumn 2026**

Policy to be reviewed again on: **Autumn 2027**

1. Aims

This policy aims to ensure that:

- **Pupils, staff, and parents** understand how our school supports pupils with medical conditions.
- **Pupils with medical conditions** are properly supported to access the same education as other pupils, including school trips and sporting activities.
- The school maintains a clear, safe, and efficient framework for managing pupils' medical information, storage of medication, and catering requirements.

The named person responsible for implementing this policy is **Kirsten MacLeod (Headteacher)**.

2. Legislation and Statutory Responsibilities

This policy meets the requirements under **Section 100 of the Children and Families Act 2014**, which places a duty on governing bodies/management committees to make arrangements for supporting pupils at their school with medical conditions.

It is based on the Department for Education's (DfE) statutory guidance: *Supporting pupils at school with medical conditions*.

3. Roles and Responsibilities

3.1 The Management Committee

The Management Committee has ultimate statutory responsibility to ensure arrangements are in place to support pupils with medical conditions. They ensure that sufficient staff receive suitable training and achieve necessary competency before supporting children with medical needs, and that proper cover arrangements are maintained.

3.2 Headteacher & Senior Leadership Team

- Ensure all staff are aware of this policy and understand their role in its implementation.
- Ensure a sufficient number of trained staff are available to implement Individual Healthcare Plans (IHPs) and handle contingency/emergency situations.
- Take overall responsibility for the development of IHPs and medical procedures.
- Ensure staff are appropriately insured to support pupils in this capacity.
- Contact the school nursing service when a pupil with a medical condition requires support that has not yet been brought to their attention.

3.3 Lead First Aiders

- Attend higher-level first aid training to support pupils with complex needs.
- Liaise directly with parents and carers regarding medical care, plans, and medication updates.
- Conduct regular audits of stored medication and proactively notify parents/carers to replace medication before it reaches its expiration date.
- Assist in uploading, updating, and auditing care plans on **Medical Tracker** and the school's Google Drive.

3.4 First Aiders & School Staff

- Supporting pupils with medical conditions is not the sole responsibility of one person; any staff member may be asked to provide support, though none will be required to administer medication against their will.
- First Aiders attend regular refresher training to maintain competency in basic first aid, emergency protocols, and medication administration.
- All staff review the weekly medical bulletin to stay informed about high-needs pupils.
- Teaching staff consider the medical needs of pupils they teach and support them in accessing all parts of the curriculum safely.

3.5 Parents and Carers

- Provide up-to-date medical information and supply prescribed medication in original packaging.
- Collaborate with the school to complete or update IHPs / Action Plans.
- Carry out agreed actions and replace expired or low-stock medication promptly when notified by the Lead First Aider.

3.6 Pupils

- Pupils are often best placed to provide information on how their condition affects them and will be involved in discussions about their support needs.
- Pupils are expected to comply with their IHPs.

3.7 School Nurses and Healthcare Professionals

- The school nursing service notifies the school when a pupil is identified as having a medical condition requiring support.
- Healthcare professionals (GPs, paediatricians) liaise with school nurses and contribute to drafting IHPs.

4. Notification & Care Plan Process

4.1 Admissions & Care Plan Requirements

Newham PRU requires incoming students with existing care plans to present them upon admission. The school will strive to meet these plans, but reserves the right to refuse placement if unable to safely fulfil the care plan requirements.

4.2 Notification Process & Timelines

When notified of a medical condition (due to a new diagnosis, school transfer, return from long-term absence, or changed needs), the school completes the following process within **two weeks** or prior to the start of the term:

1. **Notification Received:** Parent or healthcare professional informs the school of the pupil's medical needs.
2. **Key Staff Designated:** The Headteacher or designated senior leader coordinates a meeting and identifies a specific staff member to support the pupil.
3. **Multi-Agency Meeting Held:** A meeting is held with key school staff, the child, parents, and relevant healthcare professionals to agree on the need for an IHP.
4. **Drafting the IHP:** An IHP is developed with direct input from a healthcare professional.
5. **Training Identification & Delivery:** School staff training needs are identified, commissioned, and delivered by healthcare professionals, who sign off staff as 'competent'.
6. **Implementation & Circulation:** The IHP is implemented and circulated to all relevant staff via Medical Tracker and Google Drive.
7. **Annual Review:** The IHP is reviewed annually or when the child's condition changes, initiated by parents or healthcare professionals.

5. Medical Information & Documentation Management

5.1 Medical Tracker

The school utilises **Medical Tracker** as its primary digital system to record and track all pupil medical information, track medical conditions, and log incidents or administered medications.

5.2 Storage and Access to Care Plans

To ensure emergency access and data integrity, all completed IHPs and Medical Action Plans are stored in three locations:

1. **Hard Copy:** Filed in the central First Aid / Medical Room for immediate physical access.
2. **School Google Drive:** Saved in a secure, restricted folder accessible by relevant staff and key first aiders.
3. **Medical Tracker:** Digital copies uploaded directly to the pupil's profile.

5.3 Interim Medical Care Plans

In cases where a child requires immediate medical support upon admission or after a new diagnosis, but parents need time to obtain a formal doctor-led Action Plan/IHP:

- The school will issue an **Interim Medical Care Plan**.
- The Interim Care Plan grants parents a **two-week window** to secure and provide the official Action Plan or doctor's healthcare plan.

5.4 Personal Emergency Evacuation Plans (PEEPs)

- **PEEPs** are created **only** for pupils who experience mobility, cognitive, or physical issues that directly prevent or hinder standard fire evacuation procedures.
- For all other pupils with medical needs, statutory fire evacuation guidelines are covered within their standard Action Plan or IHP.

5.5 Staff Communication: Weekly Bulletin

A dedicated section in the **weekly staff bulletin** provides updates on pupils with high medical needs, new or revised care plans, and specific care strategies.

6. Food Intolerances, Allergies & Catering

6.1 Nut Aware Environment

Our school operates as a **Nut Aware School**. Parents, carers, staff, and visitors must not bring nuts or nut products onto school premises. Staff monitor packed lunches and shared spaces to safeguard pupils with severe nut allergies.

6.2 Liaison with Juniper Catering

- The school collaborates directly with **Juniper Catering Company** to manage food intolerances and allergies safely.
- Confirmed allergy/intolerance details must be shared with the catering team before school meals are served.
- Medical Tracker allergy profiles are cross-referenced with the kitchen team to prevent cross-contamination.

7. Storage and Administration of Medicines

7.1 General Administration & Storage

- Prescription medicines are administered only when it would be detrimental to the pupil's health or attendance not to do so, and with written parental consent.
- All pupil medications are stored securely in the **First Aid / Medical Room**.
- Every medication item must be in-date, labelled in its original container, and clearly state the child's full name, date of birth, and pharmacy dosage instructions.
- Medicines containing aspirin will not be given to pupils under 16 unless prescribed by a doctor.

7.2 Controlled Drugs

- Controlled drugs (e.g., morphine, methadone) are securely stored in a locked container with access restricted to named staff.
- Controlled drugs are easily accessible in emergencies.
- Detailed records of doses administered and total stock held are strictly maintained.

7.3 Emergency Medications (AAIs / Spare EpiPens)

- Adrenaline Auto-Injectors (AAIs / EpiPens) provided for specific pupils are kept safely accessible in the First Aid Room for immediate deployment during an anaphylactic event.
- **Spare EpiPens** (school-held emergency stock) are maintained in the Medical Room for emergency use in accordance with DfE guidelines.

7.4 Pupil Self-Management & Refusal

- Competent pupils are encouraged to manage their own medicines and procedures where appropriate, as reflected in their IHP.
- If a pupil refuses to take medicine or carry out a procedure, staff will not force them to do so. Staff will follow the procedure outlined in the IHP and inform parents immediately.

7.5 Unacceptable Practice

Staff should use discretion and refer to IHPs, but generally must **NOT**:

- Prevent pupils from accessing their medication or inhalers.
- Assume all pupils with the same condition require the same treatment.
- Ignore parental views or medical evidence.
- Send ill pupils to the medical room unescorted or with an unsuitable companion.
- Penalize pupils for attendance records directly related to their medical condition.
- Prevent pupils from drinking, eating, or taking toilet breaks when required to manage their condition.
- Require parents to attend school to administer medication or provide medical support.
- Administer medication in school toilets.

8. Emergency Procedures

In the event of a medical emergency, staff will:

1. Initiate emergency first aid immediately and follow the pupil's specific Action Plan / IHP.
2. Call emergency services (999) if required.
3. Contact parents/carers at the earliest opportunity.
4. Ensure a First Aider or designated staff member accompanies the pupil to the hospital by ambulance if parents have not yet arrived.

9. Staff Training

- **General First Aiders:** Attend regular refresher courses to maintain active certifications.
- **Lead First Aiders:** Receive advanced/higher-level training to handle complex conditions, oversee medication management, lead parent liaisons, and manage medical documentation.
- **Whole-Staff Awareness:** Staff receive annual briefings on allergy management, Nut Aware procedures, Medical Tracker access, and identifying medical emergency signals.
- Healthcare professionals lead specialist training and sign off staff competency.

10. Record Keeping

- Written and digital records are kept of all medicine administered to pupils via Medical Tracker.
- Parents are automatically notified if their child has been unwell or received medication at school.

11. Liability and Indemnity

The Management Committee ensures appropriate insurance coverage reflects the school's level of risk. Public Liability Insurance is managed by the London Borough of Newham, with certificates displayed outside the school office.

12. Complaints

Parents with complaints about medical support should initially discuss their concerns with the Headteacher. If unresolved, parents will be directed to the formal school Complaints Procedure.

13. Monitoring Arrangements

This policy will be reviewed every two years and approved by the Management Committee and Headteacher.

14. Policy Links

This policy links directly to:

- Accessibility Plan
- Complaints Policy
- Equality Information and Objectives
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs (SEN) Policy & Information Report