



Supporting pupils with a medical condition at school policy

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Rationale.....	2
This policy should be read alongside:	2
Roles and responsibilities.....	3
Aims.....	3
Procedures when notified that a pupil has a medical condition.....	3
Identification	3
Short-Term Medical Needs.....	4
Infectious Conditions	4
Long-Term Medical Needs	5
Medical Conditions Covered by this Policy	5
Wellbeing and Inclusion.....	6
Pupils Who Are Unable to Attend School Due to Medical Needs	6
Storing Medicines in School	7
Self-Management of Medication.....	7
School Trips	7
School overnight trips	8
Sporting Activities.....	8
Accidents in school.....	8
Head and Eye Injuries	9
These documents provide standardised procedures for:	9
Emergency Procedures	10
Recording, Reporting and Learning from Medical Incidents	10
Staff Training	11
Staff receive the following annual training:	11

Unacceptable Practice.....	11
Confidentiality & Information Sharing	11
The school maintains the following supporting medical forms and records:	12
Annex: Additional Information relating to Complex Conditions.....	12
Asthma.....	12
Asthma Attacks	13
Epilepsy	13
Seizures in School	13
Diabetes	13
Diabetic Emergencies	14
Anaphylaxis	14

Rationale

The Governing Board of Fielding Primary School has a statutory duty to make arrangements to support pupils at school who have a medical condition. This policy aims to ensure all pupils at Fielding Primary School are able to access their learning in a supportive environment which is sensitive to their medical needs.

This policy has been written with reference to the Department for Education statutory guidance *Supporting Pupils with Medical Conditions at School* and the school's Allergy Safety Policy. It should be read alongside the school's Safeguarding, SEND, Educational Visits, First Aid and Allergy Safety Policies

This policy takes into account the school's legal duties under the Pupils and Families Act 2014 to make arrangements to support pupils with medical conditions, as well as its duties under the Equality Act 2010. This policy details the school's arrangements to support pupils with long term medical conditions. In this document 'medical condition' refers to any physical or mental health condition that requires ongoing health professional input.

This policy should be read alongside:

- Allergy Safety Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Individual Healthcare Plan (IHP) Documentation
- Head Injury Checklist
- Eye Injury Checklist
- First Aid Checklist
- Current UKHSA guidance on Health Protection in Education and Childcare Settings

Roles and responsibilities

The Governing Board is responsible for ensuring arrangements are in place to support pupils with medical conditions.

The Headteacher has overall responsibility for the implementation of this policy.

The Deputy Headteacher/DSL is the school's strategic lead for medical conditions and oversees Individual Healthcare Plans, staff training and compliance with statutory guidance.

The Welfare Administrator is responsible for the day-to-day administration of medical arrangements including record keeping, communication with families, monitoring medication expiry dates and maintaining medical records on Bromcom.

Staff are responsible for familiarising themselves with the medical needs of pupils they supervise and for following Individual Healthcare Plans and emergency procedures.

Parents are responsible for notifying the school of medical conditions, providing accurate information, supplying prescribed medication and informing the school of any changes.

Pupils will be supported to understand and appropriately manage their own medical needs according to their age and stage of development.

Aims

- To identify the roles and responsibilities of the Governing Body, parents, staff and pupils.
- To identify how pupils with long-term or complex medical needs will be supported.
- To ensure pupils with medical conditions participate fully in school life and are not disadvantaged because of their medical needs,
- To establish and communicate arrangements for the access, storage and disposal of medication.
- To establish and communicate emergency procedures.
- To establish and communicate procedures for dealing with common conditions.
- To establish and make available systems for parents to provide school with up to date information about their pupil's medical needs.

Procedures when notified that a pupil has a medical condition

Identification

- We ask parents/carers if their child has any physical or mental health condition on application form the as part of the enrolment process, and annually thereafter. The school asks for explicit consent to share this information with relevant school staff and healthcare professionals.
- Where appropriate, pupils with long-term, complex or significant medical conditions will have an Individual Healthcare Plan (IHP). The school will work collaboratively with parents and, where appropriate, healthcare professionals to develop and review IHPs. Completed IHPs will be stored securely and recorded on SharePoint.
- Parents/carers are responsible for informing the school of any new diagnosis, or changes to their child's medical condition, as soon as possible. It is the school's responsibility to act on this information.

Short-Term Medical Needs

- It is the responsibility of the parent to ensure that a pupil is kept at home if he/she is unwell
- If a pupil feels unwell in class and is unable to continue in the usual way then Miss Lacey, welfare assistant or a named first aider will be called to the classroom. The first aider will assess the situation.
- In cases where a pupil begins to feel very unwell during the school day and needs medical attention more than once, every effort will be made to contact the parents so that, if appropriate, the pupil can be collected and taken home.
- Pupils who have had an injury that results in a sling, stitches, bandage, cast or crutches cannot be admitted to school until they have received medical advice and a risk assessment has been completed by Miss Lacey or a named first aider in her absence.
- Staff do not routinely administer medication (prescribed or non-prescribed) for short term sickness; we recommend that wherever possible, parents request their doctor or dentist to prescribe medication that can be taken outside the school day. If this is not possible then it is the parent's responsibility to administer the medication. Arrangements can be made in school for the parent to do this.
- Where a pupil requires prescribed medication for a short-term medical need during the school day (for example eye drops, antibiotics or medication following injury or surgery), parents must complete the school's Parental Consent for Short-Term Medication Form before medication can be administered.
- The administration of Calpol Infant Suspension within the Nursery is governed by the Nursery Fever Control Policy.
- The school may also seek written parental consent for the administration of specific medications during educational visits, residential visits or other activities where administration may be required during the school day.
- All medication must be provided in its original packaging and clearly labelled with the pupil's name, dosage instructions and expiry date.

Infectious Conditions

The school will take all reasonable steps to prevent the spread of infectious diseases and to protect the health and wellbeing of pupils and staff.

The school follows current UK Health Security Agency (UKHSA), NHS, Local Authority and Department for Education guidance relating to infectious diseases, exclusion periods and infection control.

Parents are expected to keep children at home when they are unwell or when exclusion periods apply. The school will communicate with families regarding significant infectious disease outbreaks or changes to public health guidance where appropriate.

The Welfare Administrator and school leaders will use current UKHSA guidance when making decisions regarding attendance, exclusion periods and infection control measures.

Long-Term Medical Needs

- It is important that the school is informed of any medical needs before a pupil starts school or as soon as possible following concerns or diagnosis.

The school will develop an Individual Healthcare Plan (IHP) for pupils whose medical condition requires ongoing support, medication, monitoring or emergency response arrangements. The DFE template will be used.

The IHP will be developed in partnership with parents, the pupil where appropriate and relevant healthcare professionals.

The IHP may include:

- medical diagnosis and condition
- signs, symptoms and triggers
- medication requirements
- emergency procedures
- arrangements for educational visits
- dietary requirements
- support for participation in school activities
- roles and responsibilities of staff
- parental permissions and consent

Where available, Allergy Action Plans, Asthma Action Plans or other healthcare professional documentation will be attached to or referenced within the IHP.

IHPs will normally be reviewed annually and sooner if a child's medical needs change.

Medical Conditions Covered by this Policy

This policy applies to all pupils with medical conditions requiring support in school.

Medical conditions may include, but are not limited to:

- Asthma
- Allergies and anaphylaxis
- Diabetes
- Epilepsy
- Hypermobility Spectrum Disorder (HSD)
- Postural Tachycardia Syndrome (PoTS)
- Long Covid
- Arthritis and rheumatic conditions
- Continence conditions
- Coeliac disease
- Congenital heart disease
- Myalgic Encephalomyelitis / Chronic Fatigue Syndrome (ME/CFS)
- Acquired brain injury
- Cancer
- Cystic fibrosis
- Immunocompromising conditions
- Mental health conditions requiring medical support

The school recognises that every medical condition affects children differently and that support arrangements must be tailored to the individual pupil. Support will therefore be

determined through the Individual Healthcare Plan rather than by a specific condition category.

The absence of a specific medical condition from this policy does not diminish the school's responsibility to provide appropriate support. Where a pupil has a medical condition not specifically referenced within this document, an Individual Healthcare Plan will be developed in partnership with parents and relevant healthcare professionals to ensure appropriate support arrangements are in place.

Wellbeing and Inclusion

The school recognises that medical conditions can affect attendance, participation, confidence and emotional wellbeing.

Pupils with medical conditions will be supported to participate fully in all aspects of school life, including educational visits, sports, clubs and enrichment activities.

Reasonable adjustments will be considered in line with the Equality Act 2010 and individual needs.

The school will actively promote a culture of understanding, inclusion and respect

Pupils Who Are Unable to Attend School Due to Medical Needs

The school recognises that some pupils may be unable to attend school for extended periods due to medical needs.

The Deputy Headteacher, or a member of the Leadership Team in their absence, is responsible for coordinating support for pupils who are unable to attend school because of a medical condition.

Where a pupil is absent for 15 school days or more due to medical needs, the school will work with parents, the Local Authority and relevant professionals to ensure appropriate educational provision is arranged.

The school will:

- Maintain appropriate contact with the pupil and family.
- Support the pupil's academic progress and reintegration into school.
- Liaise with healthcare professionals and alternative education providers where appropriate.
- Support the pupil's social inclusion and continued involvement in school life wherever possible.
- Make reasonable adjustments to support attendance and participation in line with the Equality Act 2010.

The school will not remove a pupil from roll solely because of medical needs unless this is supported by medical evidence and carried out in accordance with statutory requirements.

Storing Medicines in School

The school will only store medication prescribed for an individual pupil and provided by parents in its original packaging, clearly labelled with the pupil's name, dosage instructions and expiry date.

Parents are responsible for ensuring medication is in date and replaced when required. Medication should be handed directly to the Welfare Administrator or another designated member of staff.

Emergency medication and medical equipment will remain readily accessible at all times. Arrangements for the storage, movement and supervision of medication are detailed within the school's Allergy Safety Policy and Individual Healthcare Plans.

Fielding Primary School operates a movement-based medication system to ensure emergency medication remains accessible throughout the school day. The school follows the principle of:

- Together = Box
- Separate = Clip

When pupils are with their class, emergency medication is stored within the class medical box. When pupils are separated from their class, for example during playtimes, lunchtimes, educational visits, clubs or other activities, medication is carried in an individual pouch or by the supervising adult as identified within the pupil's Individual Healthcare Plan.

Responsibility for emergency medication always remains with the supervising adult.

Self-Management of Medication

- The school recognises that some pupils may be able to manage aspects of their medical condition independently.
- Pupils will be encouraged and supported to develop an age-appropriate understanding of their medical needs and, where appropriate, take increasing responsibility for managing their condition.
- The level of self-management permitted will be determined in partnership with parents, the pupil and relevant healthcare professionals and will be clearly recorded within the pupil's Individual Healthcare Plan (IHP).
- Some pupils may be permitted to carry and self-administer medication, such as inhalers, adrenaline auto-injectors, diabetes equipment or other prescribed medication, where this has been agreed as part of the Individual Healthcare Plan.
- Even where a pupil is able to self-manage their medication, the school retains overall responsibility for ensuring appropriate support, supervision and emergency response arrangements are in place.

School Trips

All pupils are expected to take part in school trips. Arrangements for taking medication will be taken into consideration. It is important to note that:

- School Staff and Activity Centre Staff, if appropriate, must be made aware of any medical needs and relevant emergency procedures,
- Additional staff or the pupil's parents may be required to accompany the pupil. Pupils will not be excluded from attending school trips if their parents are not able to attend.
- A separate meeting will be held between parents and trip leader for all overnight stays. A separate health care plan will be drawn up for the trip.

School overnight trips

Written parental consent will be obtained for any medication that may need to be administered during educational visits or residential visits.

Parents are responsible for providing any required medication in its original packaging, clearly labelled and accompanied by relevant instructions.

Sporting Activities

Fielding Primary School is committed to ensuring that pupils with medical conditions can participate fully in PE, sport and physical activity wherever it is safe and appropriate to do so. Any medical considerations, adjustments or restrictions will be documented within the pupil's Individual Healthcare Plan (IHP) and shared with relevant staff.

Staff leading sporting activities will be made aware of pupils' medical needs, emergency procedures and any medication or equipment that may be required during the activity. Emergency medication and medical equipment will remain readily accessible during PE lessons, sporting events, extracurricular activities and educational visits. The school's medication access arrangements, including the "Together = Box, Separate = Clip" principle, will be followed at all times.

Pupils will be encouraged to participate in physical activity and sport in accordance with medical advice and their individual needs. Reasonable adjustments will be made where necessary to promote inclusion, wellbeing and safe participation.

Following significant illness, injury or concussion, return to physical activity will be guided by medical advice, Individual Healthcare Plans and any recommendations provided by healthcare professionals.

Accidents in school

The school maintains procedures for the assessment, treatment, recording and reporting of accidents occurring on the school site, during educational visits and whilst participating in school-led activities.

All accidents requiring first aid intervention will be recorded in accordance with the school's First Aid procedures.

Parents will be informed of accidents and injuries in line with the school's reporting procedures, with particular attention given to head injuries, eye injuries, significant injuries and incidents requiring ongoing monitoring.

Where necessary, medical treatment will be sought and emergency services contacted.

Accidents, incidents and near misses may be reviewed by school leaders to identify patterns, lessons learned and opportunities to improve pupil safety, supervision, training or

The school will fulfil its responsibilities regarding the reporting of serious incidents, including notifications to the Local Authority, Health and Safety teams and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), where applicable..

Head and Eye Injuries

Fielding Primary School recognises that head and eye injuries require careful assessment, monitoring and communication with families.

All pupils who sustain a head or eye injury whilst at school must be assessed by the Welfare Administrator or a suitably qualified First Aider as soon as possible.

The school maintains detailed operational procedures for the assessment, monitoring, recording and communication of head and eye injuries through:

- Head Injury Checklist
- Eye Injury Checklist
- First Aid Checklist

These documents provide standardised procedures for:

- assessment and monitoring
- parental communication
- recording on Bromcom
- follow-up actions
- referral for further medical attention where required
- communication with relevant staff and wraparound care providers.

Where there is any concern regarding a pupil's condition, staff will seek immediate advice from a First Aider, the Welfare Administrator or emergency services as appropriate.

All head injuries will be communicated to parents on the day of the incident. Eye injuries will also be reported to parents and monitored in accordance with the school's Eye Injury Checklist.

Concussion and Return to Physical Activity

Where a pupil is diagnosed with concussion, the school will follow medical advice provided by healthcare professionals regarding attendance, participation and return to physical activity.

The school recognises that a graduated return to physical activity may be necessary following concussion. Parents are responsible for providing medical clearance where required before a pupil returns to PE, sport or other physical activities.

Individual arrangements will be agreed with parents and healthcare professionals and recorded where necessary.

Emergency Procedures

- All staff must be familiar with the procedure for calling the emergency services, In an emergency one of the school's qualified First Aiders must be summoned, the HT/DHT must also be informed.
- In addition to accidents or incidents, which can constitute an emergency for any pupil, some pupils will be more likely to have individual presentations constituting an emergency for their particular condition. All relevant staff are made aware of these individual cases.
- If a pupil is taken to hospital by ambulance, a member of staff must accompany them and remain with the pupil until a parent or carer arrives.
- Pupils must not be taken to hospital in staff cars.

Recording, Reporting and Learning from Medical Incidents

The school is committed to maintaining a culture of continuous improvement in relation to medical needs and pupil safety.

All significant medical incidents will be recorded using the school's established recording systems. These may include:

- Administration of emergency medication.
- Medical emergencies requiring ambulance attendance.
- Significant deterioration in a pupil's condition whilst at school.
- Errors in medication administration.
- Missing, damaged or expired medication.
- Failure of equipment or medication storage arrangements.
- Any incident requiring implementation of an Individual Healthcare Plan emergency procedure.

The school also recognises the importance of identifying and learning from near misses.

Examples of near misses may include:

- Medication not immediately available when required.
- Missing or expired medication
- Medication not accompanying a pupil during an activity, visit or transition between locations.
- Incorrect information recorded within an Individual Healthcare Plan.
- Delays in communication regarding changes to a pupil's medical needs.
- Failures in medication handover arrangements between staff.
- Head injuries requiring enhanced monitoring
- Eye injuries requiring ongoing observation
- Emergency procedures not being followed as expected

Significant incidents and near misses will be reviewed by the Deputy Headteacher and Welfare Administrator to identify contributory factors and any improvements required to procedures, training, supervision or risk assessments.

Where appropriate, lessons learned will be shared with relevant staff and incorporated into future training, policy review and operational procedures.

Parents will be informed of significant medical incidents involving their child as soon as reasonably practicable.

Following any serious medical incident, the school will review whether additional support is required for the pupil, family members, staff or other pupils affected by the event.

Staff Training

Staff receive the following annual training:

- All staff – asthma and anaphylaxis
- Dining supervisors, playworkers and TAs - first aid
- PE teachers, first aid
- Named members of staff – diabetes and epilepsy
- EYP's, – paediatric first aid
- Any additional training related to individual needs is organised for teachers and teaching assistants as needed.

Unacceptable Practice

The school will not:

- prevent pupils from accessing their medication
- assume every pupil with the same condition requires identical support
- routinely prevent pupils from attending visits or activities because of a medical condition
- send pupils unaccompanied to collect medication during an emergency
- ignore medical advice within an Individual Healthcare Plan
- penalise pupils for managing their medical condition appropriately

Confidentiality & Information Sharing

Medical information will be treated as confidential and managed in accordance with UK GDPR and data protection legislation. The school recognises that relevant information must be shared with appropriate staff to ensure pupils with medical conditions are supported safely and effectively.

Information relating to a pupil's medical condition will be shared on a strict need-to-know basis. This may include teachers, support staff, first aiders, lunchtime supervisors, wraparound care staff, educational visit leaders, sports coaches and other staff responsible for the pupil's supervision and wellbeing.

Individual Healthcare Plans (IHPs), medical consent forms and associated healthcare documentation will be stored securely. Healthcare information will be maintained on

SharePoint and supporting documentation may be stored within the school's secure electronic record systems.

Parents will be informed about how medical information is used and shared to support their child. Wherever possible, information sharing arrangements will be agreed with parents whilst ensuring that sufficient information is available to staff to safeguard pupils and respond appropriately in an emergency.

The school will ensure that all staff receive sufficient information to enable them to fulfil their responsibilities whilst respecting the dignity, privacy and confidentiality of pupils with medical conditions.

The school maintains the following supporting medical forms and records:

- Individual Healthcare Plan (IHP)
- Parental Agreement for Administration of Medicine
- Parental Consent for Short-Term Medication
- Medication Administration Records
- Educational Visit and Residential Medication Consent Forms
- Staff Training Records

Annex: Additional Information relating to Complex Conditions

- The Governing Body recognises that many medical conditions that require support at school will affect the quality of life and may be life threatening. Below sets out procedures for dealing with the following complex conditions:
 - Asthma
 - Epilepsy
 - Diabetes
 - Anaphylaxis

Asthma

Fielding Primary School recognises that asthma is a common long-term medical condition and is committed to ensuring that pupils with asthma are fully included in all aspects of school life.

Pupils with asthma will be supported through individual healthcare planning where appropriate. Where available, an Asthma Action Plan provided by a healthcare professional will form part of the pupil's Individual Healthcare Plan (IHP).

The school will:

- Maintain accurate records of pupils diagnosed with asthma.
- Ensure relevant staff are aware of pupils who have asthma and understand how to respond to worsening symptoms or an asthma attack.
- Ensure inhalers are readily accessible at all times, including during PE, sporting activities, educational visits, wraparound care and extracurricular activities.
- Promote participation in physical activity whilst supporting pupils to manage their condition safely.

- Liaise with parents and healthcare professionals when there are concerns regarding a pupil's asthma management, attendance or wellbeing.

The school's arrangements for storage, access and administration of asthma medication are detailed within Individual Healthcare Plans and associated medical procedures.

Asthma Attacks

All staff receive training in the recognition and management of asthma attacks. In the event of an asthma attack, staff will follow the school's emergency response procedures and current NHS and Asthma + Lung UK guidance.

The parent/carer will always be informed when a pupil experiences an asthma attack requiring intervention during the school day.

A copy of the school's asthma emergency guidance is displayed in classrooms and key locations across the school.

Epilepsy

Fielding Primary School is committed to ensuring that pupils with epilepsy are fully included in school life, participate in all appropriate activities and achieve their full potential. Pupils with epilepsy will be supported through an Individual Healthcare Plan (IHP) developed in partnership with parents and relevant healthcare professionals. The IHP will set out the pupil's epilepsy management arrangements, medication requirements, seizure management procedures, emergency response arrangements and levels of independence.

The school will:

- Maintain accurate records of pupils with epilepsy.
- Ensure relevant staff receive appropriate training and understand how to respond to seizures.
- Support pupils to participate safely in lessons, educational visits, clubs, sporting activities and residential visits.
- Work in partnership with parents and healthcare professionals to review and update support arrangements as required.
- Promote understanding and inclusion so that pupils with epilepsy are not disadvantaged because of their condition.

Seizures in School

Staff supporting a pupil with epilepsy will be familiar with the signs, symptoms and emergency procedures detailed within that pupil's Individual Healthcare Plan.

If a pupil experiences a seizure, staff will follow the procedures detailed in the pupil's Individual Healthcare Plan, administer emergency medication where authorised and trained to do so, and seek medical assistance where necessary.

A record of significant seizures occurring in school will be maintained and shared with parents in accordance with the pupil's Individual Healthcare Plan.

Diabetes

Fielding Primary School is committed to ensuring that pupils with diabetes are able to participate fully in all aspects of school life and achieve their full potential.

Pupils with diabetes will be supported through an Individual Healthcare Plan (IHP) developed in partnership with parents and healthcare professionals. The IHP will set out the pupil's individual medical needs, monitoring arrangements, medication requirements, dietary needs, emergency procedures and levels of independence.

The school will:

- Maintain accurate records of pupils with diabetes.
- Ensure relevant staff receive appropriate training.
- Provide access to medication, equipment, snacks and drinks as detailed within the pupil's IHP.
- Support pupils to manage their condition safely and appropriately according to their age and stage of development.
- Ensure diabetes management arrangements are in place during educational visits, sporting activities, clubs and other school events.
- Work closely with parents and healthcare professionals to review and update support arrangements when required.

Diabetic Emergencies

Staff supporting a pupil with diabetes will be familiar with the signs and symptoms identified within that pupil's Individual Healthcare Plan.

If a pupil becomes unwell or displays symptoms of hypoglycaemia (low blood glucose) or hyperglycaemia (high blood glucose), staff will follow the emergency procedures detailed within the pupil's Individual Healthcare Plan and seek medical assistance where necessary.

Emergency medication, equipment and supplies will be readily accessible at all times as specified within the pupil's Individual Healthcare Plan.

Anaphylaxis

The school's arrangements for supporting pupils with allergies and anaphylaxis are contained within the Allergy Safety Policy.

Allergy Action Plans form part of the pupil's Individual Healthcare Plan. Emergency medication, staff responsibilities, training arrangements and emergency response procedures are managed in accordance with the Allergy Safety.