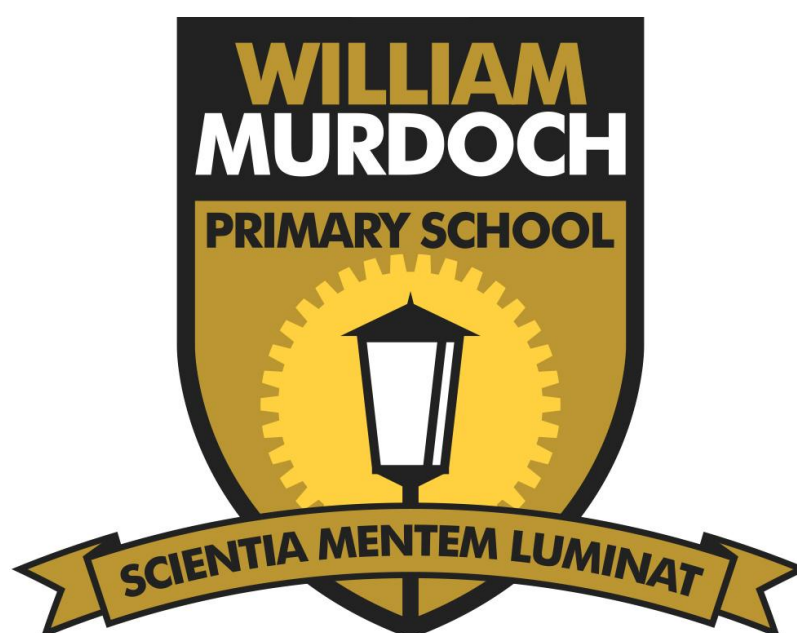


William Murdoch Primary School

Supporting Pupils with Medical Conditions Policy



Approved by:	Finance, Premises and Personnel Committee	Date: 16 June 2026
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At William Murdoch Primary School, we are a rights respecting school and recognise that every child has the right to the best possible health.

1. Rationale

The number of children attending mainstream schools who have specific medical needs is increasing.

Many children and young people have their participation in school affected by illness or a specific medical condition. This may result in a minor disruption or it may cause regular or permanent limitation to their access to education.

Most children with medical needs are able to attend school regularly and, with appropriate support from family and school, can take part in the normal school activities. However, for children with long term, complex or very individualised medical needs, there needs to be careful planning by school, parents/carers, medical and other professionals to maximise curriculum access and to safeguard the child. It is crucial that all involved understand the policy and procedures the school is operating.

Our school will do all it can to encourage, support and care for children with medical needs in order to ensure they maintain maximum attendance at school and have full access to the curriculum.

We recognise that there are an increasing number of conditions such as hay fever, allergies and asthma affecting many school age children and positively welcome all pupils with these conditions.

We work with parents/carers of children with complex, or long-term medical needs to agree and implement individual healthcare plans.

Our school reviews its procedures around the administration of medication, the development of healthcare plans and support for pupils with asthma in consultation with parents/carers, health care professionals and staff and on a regular basis. This policy and its related procedures provide the framework within which the medical needs of pupils are managed.

2. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions;
- Pupils with medical conditions are properly supported to allow them to access the same; education as other pupils, including school trips and sporting activities.

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained;
- Making staff aware of pupils' conditions, where appropriate;
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions;
- Providing supply teachers with appropriate information about the policy and relevant pupils;
- Developing and monitoring individual healthcare plans (IHPs).

The named person with responsibility for implementing this policy is the Headteacher.

3. 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 boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#).

4. Key Roles and Responsibilities

4.1 The Governing Body

The governing body has ultimate responsibility to make arrangements to:

- Ensure arrangements are in place to support pupils with medical conditions;
- Ensure the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively;
- Ensure that the 'Supporting Pupils with Medical Conditions Policy' does not discriminate on any grounds including, but not limited to, protected characteristics: ethnicity/national/origin, religion or belief, sex, gender reassignment, pregnancy and maternity, disability or sexual orientation;
- Ensure the policy covers arrangements for pupils who are competent to manage their own health needs;
- Ensure that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits/trips/sporting activities, remain healthy and achieve their academic potential;
- Ensure that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that records of training are kept;
- Ensure staff have access to information, resources and materials;
- Ensure written records are kept of any and all medicines administered to pupils;
- Ensure the policy sets out procedures in place for emergency situations;
- Ensure the level of insurance in place reflects the level of risk;
- Handle complaints regarding this policy as outlined in the school's complaints policy.

4.2 The Headteacher

The Headteacher can authorize a named member of staff to manage procedures. This member of staff would then become the 'Authorised Person'.

The Headteacher will:

- Have responsibility for the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures at William Murdoch Primary School;
- Make sure all staff are aware of this policy and understand their role in its implementation;
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations;
- Ensure that all staff who need to know are aware of a child's condition;
- Take overall responsibility for the development of IHPs;
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way;
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of staff;

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date;
- Assign appropriate accommodation for medical treatment/care;
- Voluntarily hold 'spare' salbutamol asthma inhalers for emergency use.

4.3 Staff

Staff members are responsible for:

- Take appropriate steps to support children with medical conditions and familiarising themselves with procedure which detail how to respond when they become aware that a pupil with a medical condition needs help. A first aid certificate is not sufficient;
- Knowing where medication is stored;
- Taking account of the needs of pupils with medical conditions in lessons/on educational visits and completing the risk assessment to reflect this;
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with specialist training if they have agreed to undertake a medication responsibility;
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidelines;
- Informing a senior member of staff if they become aware that a child has a medical condition;
- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person;
- Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines

4.4 Parents/Carers

Parents/Carers are responsible for:

- Administering medicines at home if possible;
- Keeping the school informed about any new medical condition or changes to their child/children's health;
- Participating in the development and regular reviews of their child's IHP, including involvement in its drafting;
- Notifying school of any changes required to the plan, for example treatment, symptoms, contact details etc.;
- Completing a parental consent form to administer medicine or a treatment on bringing medication/treatment into school;
- Ensuring that their child has a sufficient amount of medication, which is in date;
- Replacing their child's supply of medication on request;
- Safely disposing of their child's in date/expired medicines, for example returning them to a pharmacy;
- Ensure that all medicine is provided in its original container with the pharmacist's label;
- Carrying out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, with particular emphasis on they, or a nominated adult being contactable at **all** times.

4.5 Pupils

Pupils are responsible for:

- Providing information on how their medical condition affects them;
- Contributing to their IHP as appropriate to age;
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents, as appropriate to age.

4.6 School Nurses and other Healthcare Professionals

The school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4.7 The Local Authority (LA)

The local authority is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions;
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

5. Training of Staff

Newly appointed teachers, supply or agency staff are made aware of the William Murdoch Primary School 'Supporting Pupils with Medical Needs Policy' as part of their induction and will receive training as appropriate.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition for example use of epi-pens or administration of epilepsy medication.

School will keep a record of medical conditions, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

6. Medical Conditions Register/List

School's admissions forms should request information on pre-existing medical conditions. Parents must have an easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GP's to have input into the IHP and also to share information for recording attendance.

A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff.

Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.

For pupils on the medical conditions register/list, key stage transition point meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

7. Individual Health Care Plans (IHPs)

The Pastoral Manager 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.

Medical information/IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Safeguarding procedures will be taken into account in ensuring accessibility.

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 a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a 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 on the complexity of the child's condition and how much support is needed. The governing body and the Headteacher will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the pupil's condition and the support required;
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition;
- What to do in an emergency, including who to contact, and contingency arrangements.

8. Educational Health Needs (EHN) Referrals

All pupils of compulsory school age who, because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.

In order to provide the most appropriate provision for the condition, the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

9. Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours; this includes those prescribed three times a day (before school, after school and bedtime).
- If this is not possible, i.e., medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription medicines without written parental consent.
- Medicines **MUST** be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- Any medication left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to pupils.
- Emergency salbutamol inhaler kits are kept voluntarily by school.
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are visible in the staff room(s).
- William Murdoch Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if a pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents/carers.

9.1 Controlled Drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a cupboard in the staff room and only named staff have access.

Controlled drugs will be easily accessible in an emergency.

9.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

10. Storage of Medication

All medicines will be stored safely on the top shelf in the classroom cupboard identified with a green first aid sign.

A record of any doses used and the amount held will be kept in the medication file.

Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents at the end of the summer term.

Items requiring refrigeration may be kept in a clearly labelled closed container in the medical refrigerator.

The heat in classrooms will be monitored and if it is exceptionally hot during the summer months, medicines will be kept in the refrigerator during key times.

11. Record Keeping

A 'Record of Medicine Administered to an Individual Child' form is completed and signed giving details of the date, time and dose of any medication administered in school, unless the medication is given as part of an asthma care plan, for example before PE.

Parents/carers will be informed on the same day and a record kept if, for any reason, medication that a child normally receives is not administered.

Care plans are reviewed regularly, at least annually and whenever there are changes to the pupil's condition or treatment. A new care plan will usually be required if a child moves school.

Information about medical conditions is shared with staff as appropriate, each class teacher has access to information about medical issues for their class and care plans are kept with medication.

Documents connected to a pupil's medical needs and the administration of medication will be kept until the child is 25 years old in accordance with the Department of Health requirements.

12. Emergencies

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

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. Staff will not be permitted to take a child in their own car to a hospital.

If a parent is not present then health professionals, and not school staff, will be responsible for decisions about medical treatment that the child requires.

Care plans will give details of how to deal with specific emergencies relating to a pupil's medical needs, including when and what medication should be administered.

13. Disposal of any Sharp Items

If needed, suitably sized sharp bins will be made available. They will be located in designated areas at a safe position of waist height with a temporary closure mechanism for when the bin is not used.

It is the personal responsibility of the individual using the sharp to dispose of it safely i.e., the pupil or member of staff.

Sharp bins will be emptied when two thirds full. Children should not carry used sharp bins to and from school themselves, therefore arrangements for disposal will be outlined in the child's Care Plan.

14. Day Trips, Residential Visits and Sporting Activities

Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.

To comply with best practice, risk assessments should be undertaken, in line with Health and Safety guidance on school trips, to plan for including pupils with medical conditions. This may differ from the normal day to day IHP requirements for the school day and must be taken into account.

If pupils do not normally administer their own medication then a trained member of staff or parent/carer should accompany the child on the off-site activity.

Staff who run or organize after school clubs or extra curriculum activities will be informed of the medical needs of children and how to deal with a medical emergency.

15. Avoiding Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child unless medically necessary.
- Administer, or ask pupils to administer, medicine in school toilets

16. Liability and Indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Teachers and support staff who undertake responsibilities within this policy will be assured by the headteacher that they are covered by the local authority/school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher. A copy of the local authority's Certificate of Employers' Liability is kept by the Strategic Business Manager.

17. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher/Pastoral Manager in the first instance. If the headteacher/cannot resolve the matter, they will direct parents to the school's complaints procedure.

18. Definitions

'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have the care of, a pupil.

A 'medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

'Prescription Medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

A 'staff member' is defined as any member of staff employed at William Murdoch Primary School.

19. Monitoring Arrangements

This policy will be reviewed and approved by the governing board every year.

20. Links to other policies

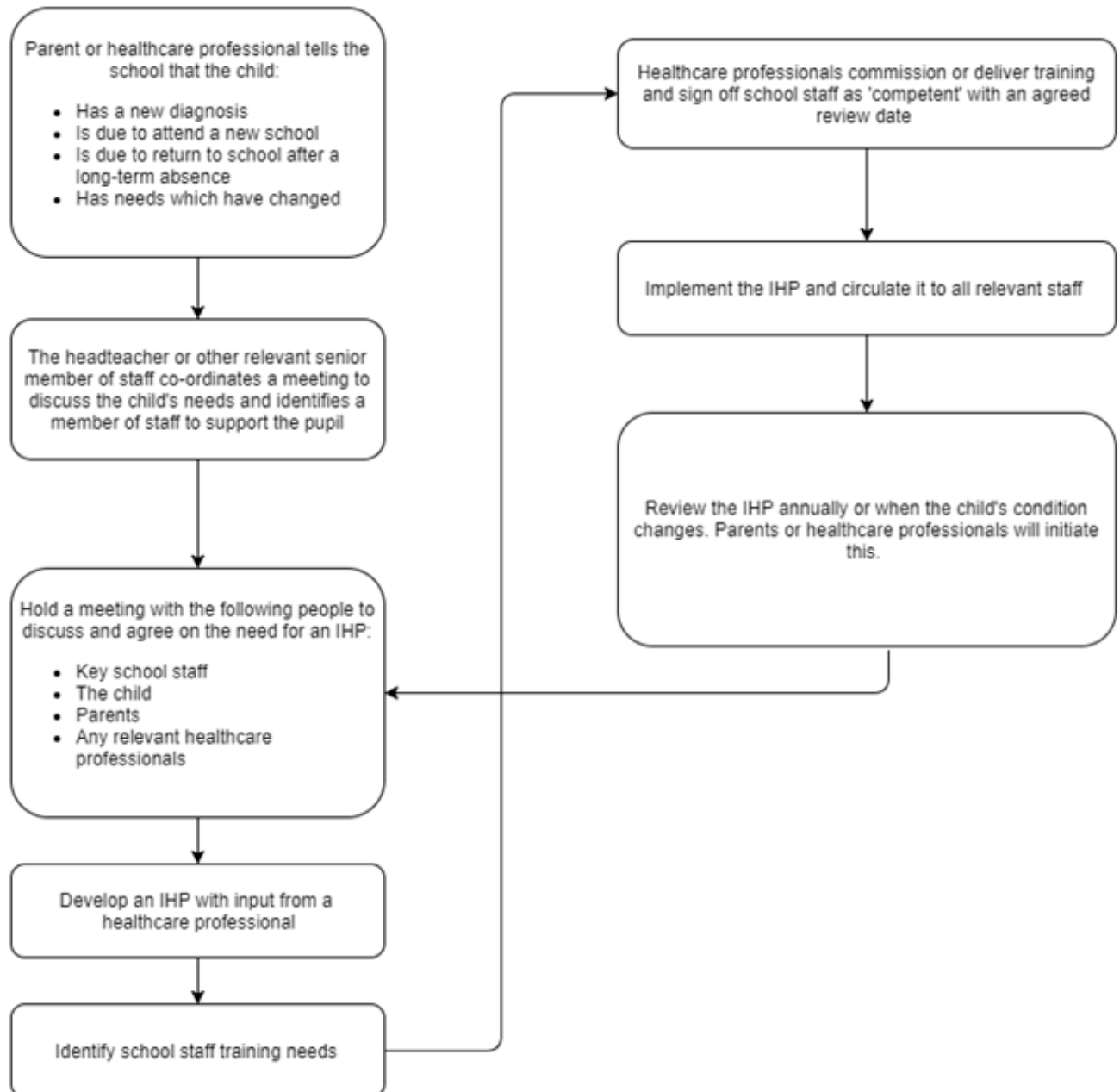
This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Asthma

21. Appendices

- Appendix 1: Being Notified a Child has a Medical Condition
- Appendix 2: Pupil Allergy and Dietary Form
- Appendix 3: Request for Administration of Medicine in School Form
- Appendix 4: Medication Record of Administration Form

Appendix 1: Being Notified a Child has a Medical Condition



Appendix 2: Insert Pupil Allergy and Dietary Form



William Murdoch Primary School Pupil Allergy & Dietary Form

Pupil Information			
Pupil Name:		Class:	
		DOB:	
Pupil Address:			
Email Address: (Please print)			

Meal Pattern (Please tick which applies):		
N.B. Meal patterns can only be changed at the start of each term.		
☐ School Meals	☐ Packed Lunch	
Do you believe you qualify for Free School Meals (FSM)?	☐ Yes	☐ No

Dietary Preferences (Please tick all that applies):		
☐ Vegetarian (Halal Option)	☐ Vegetarian, Fish & Eggs (Halal Option)	☐ Non-Vegetarian (All Meats excluding Beef & Pork)
Other (Please specify below):		

Allergies (Please tick all that apply):			
Main allergens:			
☐ Celery	☐ Fish	☐ Mustard	☐ Soya
☐ Eggs	☐ Lupin	☐ Sesame	☐ Sulphites
☐ Crustaceans	☐ Molluscs	☐ Peanuts	
☐ Gluten (e.g. Cereals, Bread etc.)	☐ Lactose & Dairy Products (e.g. Milk)	☐ Nuts (Please specify below)	
Other allergens:			
☐ Bananas	☐ Coconuts	☐ Pineapples	☐ Tomatoes
☐ Chickpeas	☐ Kiwi	☐ Peas	☐ Strawberries
☐ Beans (inc. Fava/Broad) (Please specify below)	☐ Lentils (Please specify below)	☐ Fruit (other) (Please specify below)	
Other Allergy/Specify Allergies:			

☐ My child requires an autoinjector (e.g. EpiPen) for their allergy (please tick if this applies)

Supporting Documents (please tick one or more as appropriate):

I confirm that I am attaching medical evidence confirming the medical allergy listed overleaf.

- | |
|---|
| ☐ Doctor/Dietitian Letter or Note |
| ☐ Other Medical Professional Letter or Note |
| ☐ Professional Medical Care or Allergy Action Plan |

By completing this Pupil Allergy and Dietary Form, parents/carers are consenting to an adapted WMPS menu being prepared for their child and for their child to be identified as having a dietary requirement in accordance with the identification system operated at the school. The adapted menu will continue until WMPS are notified in writing otherwise. It is the parent/carers responsibility to inform WMPS of any changes to an allergy or dietary requirement requested for this child.

If a risk assessment considers the medical risk too high, or the request process is not completed in full (for example, if insufficient medical evidence is provided), the school reserves the right to refuse to provide a school meal to the pupil and parents/carers must provide the pupil with a packed lunch.

For pupils with a documented allergy, a school meal will be prepared that does not include the allergen documented. This meal will be prepared and plated separately.

WMPS will process the personal data you have supplied, in accordance with the data protection laws that apply to the UK. We do so to protect the vital interest of your child. We will only share this personal data with those people or organisations that may require it to keep your child safe and healthy. We will keep this personal data for no longer than is necessary, and at most for 3 years after they leave the school named on this form. Under UK data protection legislation, you have certain rights in relation to your personal data. These are more clearly stated on the full Privacy Notice on our website.

Please ensure that all the information you have given is correct and all parts of this form are completed accurately. If your child's dietary requirements/allergies change, please inform the Main Office as soon as possible.

Parent/Carer Name:

Signature:

Date:

For office use only:

- | | | | | | |
|---|--|--|--|----------------|--|
| ☐ Details Updated on Arbor | ☐ Form attached to Pupil Information Form | Staff Initial: | | Date Actioned: | |
| ☐ Medical Officer Informed | ☐ Evidence/Medication Provided | ☐ Meeting with Medical Officer Arranged | | | |

Appendix 3: Request for Administration of Medicine in School Form



William Murdoch Primary School Request for Administration of Medicine in School

(To be completed by parent/carer responsible for the child)

Child's Name:			
Class:		DOB:	
Emergency Contact:			
Emergency Contact Number:			
Emergency Contact Address:			
Doctor's Name & Telephone Number:			
Reason for Administering Medication:			

Medication Information

- If more than one medicine is to be given, a separate form must be completed.
- Medication must be in the original container, as dispensed by the pharmacy with clear instructions on how to administer.

Name & Strength of Medication:	
How much to be given (dosage):	
When to be given & how often:	
Any Special Instructions:	
Expiry Date of Medication:	

I would like a member of staff to administer the above medication on my behalf. I accept that they are acting on my instructions and they cannot be held responsible if the medicine is not given or is wrongly administered.

Parent/Carer Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Appendix 4: Medication Record of Administration Form



William Murdoch Primary School Record of Medication Administration

**Pupil
Photo**

Name of Pupil: _____

Class: _____ DOB: _____

Record of Administration								
Name of Medication:								
Date:								
Time:								
Dose:								
Staff Signature:								
Staff Name:								