



St Ignatius Catholic Primary School

“Achieving our best by learning together and serving one another with Christ by our side”

Supporting Pupils with Medical Conditions Policy

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Supporting Children with Medical Conditions

Statement of intent

St Ignatius School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEND and Disabilities and this includes children with medical conditions.

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 statutory guidance on [supporting pupils with medical conditions at school](#) and the Early Years Foundation Stage statutory framework from the Department for Education (DfE).

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of St Ignatius School.
- 1.2.2. Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.

1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

1.2.7. Keeping written records of any and all medicines administered to individual pupils and across the school population.

1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Head Teacher is responsible for:

1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of St Ignatius School.

1.3.2. Ensuring the policy is developed effectively with partner agencies.

1.3.3. Making sure all staff are aware of this policy and understand their role in its implementation.

1.3.4. Make sure 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.

1.3.5. Making staff who need to know aware of a child's medical condition.

1.3.6. Take overall responsibility for the development and monitoring of Individual Healthcare Plans (IHCPs).

1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

1.3.9. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

1.3.10. Contacting the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nursing team.

1.3.11. Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

[If you have EYFS provision] Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date

1.4. Staff members are responsible for:

1.4.1. Taking appropriate steps to support children with medical conditions.

1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.

1.4.1. Administering medication, if they have agreed to undertake that responsibility.

1.4.2. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

1.4.3. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.4.4. Members of staff would be trained in administering injections, should the need arise.

1.5. School nurses are responsible for:

1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.

1.5.2. Liaising locally with lead clinicians on appropriate support.

1.6. Parents and carers are responsible for:

1.6.1. Keeping the school informed about any changes to their child/children's health.

1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.

1.6.3. Providing the school with the medication their child requires and keeping it up to date.

1.6.4. Collecting any leftover medicine at the end of the course or year.

1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

1.6.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Executive Principal, other staff members and healthcare professionals.

2. Definitions

2.1. "Medication" is defined as any prescribed or over the counter medicine.

2.1. "Prescription medication" is defined as any drug or device prescribed by a doctor.

2.2. A "staff member" is defined as any member of staff employed at St. Ignatius School, including teachers.

3. Training of staff

3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

3.2. Teachers and support staff will receive regular and ongoing training as part of their development.

3.3. Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:

- First Aid
- Epi-Pen
- Diabetes training
- Epilepsy
- Other training as appropriate to the needs of the child

3.4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

3.5. No staff member may administer drugs by injection unless they have received training in this responsibility.

3.6. The HR Officer will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the child

4.1. Pupil's information on how their medical condition affects them.

4.2. Contributing to their IHCP.

4.3. Complying with the IHCP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by the healthcare professional and agreed by parents.

5. Individual Healthcare Plans (IHCPs)

5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

5.2. IHCPs will be easily accessible whilst preserving confidentiality.

5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

5.4. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

5.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

5.6. We have specific IHCPs for children with Asthma, Sickle Cell Anaemia, and Allergies and Anaphylaxis. Diabetes IHCPs are provided to the school via the Diabetes Nurses.

6. Medicines

6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a Parental Agreement for a School to Administer Medicine form.

6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

6.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

6.6. 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.

6.7. A maximum of four weeks' supply of the medication may be provided to the school at one time.

6.8. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

6.9. Medications will be stored in the Medical Room.

6.10. Any medications left over at the end of the course will be returned to the child's parents.

6.11. Written records will be kept of any medication administered to children.

6.12. Pupils will never be prevented from accessing their medication.

6.13. St Ignatius School cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

7.1. Medical emergencies will be dealt with under the school's emergency procedures.

7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency
- Area where pupil will experience difficulty
- Support provided

7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

8. Avoiding unacceptable practice

8.1. St Ignatius School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

9. Insurance

9.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

9.2. St Ignatius Catholic School Insurance Policy with:

Catholic Insurance Services Ltd (CIS)

Oakley House, Mill Treet, Aylesbury, Bucks, HB20 1BN
Tel: 01296 422 030

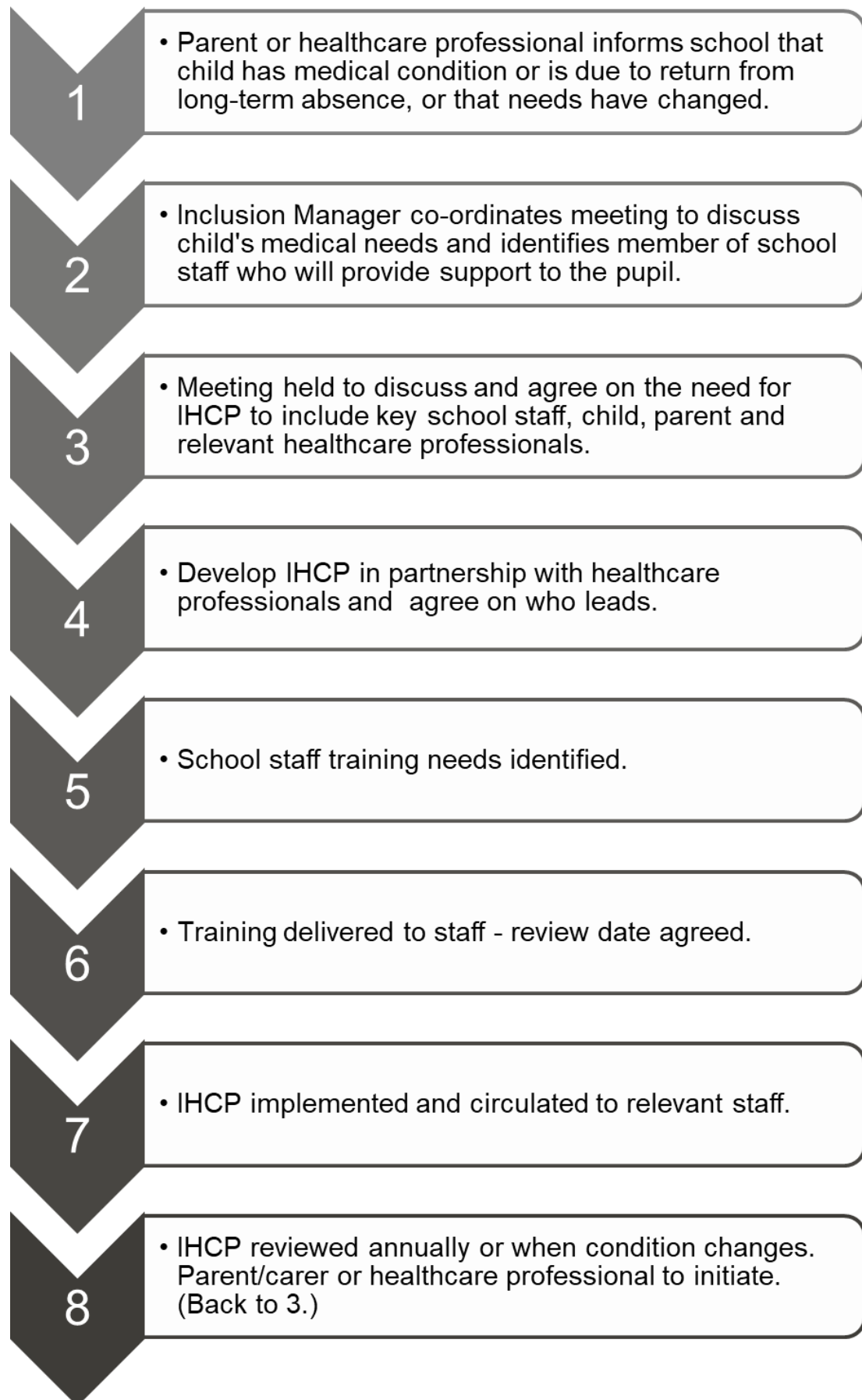
9.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher.

10 Complaints

Complaints can be made through the Academy Trust's website, through our own website page or on the Ascension Academy Trust Website, or by following the link below:

https://ascensioncat.org/docs/Trust_Policies/ACAT_Complaints_Policy_September_2025.pdf

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual Healthcare Plan



St Ignatius Catholic Primary School

Individual Health Care Plan for disability / medical needs

Child's Name			
Date of birth			
Year		Class	
Attendance			
Parent / Carer			
Start Date	This Review		Review Dates
Other plans in place			
Summary of need			
Area where pupil will experience difficulty			
Support provided			
Review comments			

Outside agencies / support services consulted				
CAMHS	BS	Physio	SMO	Other
EPS	LLS	VI	ELMA	
EWS	SP & L	HI	TES	
	OT			

Plan coordinated by		Role	
Signed		Date	
Other attending			
Parent signature		Date	

Appendix 3 - Pupil Medication Request Form



St. Ignatius Catholic School

Pupil Medication Request

Name of child: Class:

Condition of illness: Date:

Home Telephone number: Mobile:

Name of Medicine	Dose Required	Time to be given	Date for completion course	Expiry date of medication

I agree to members of staff administering medicines / providing treatment to my child as directed above or in the case of an emergency, as staff consider necessary.

Medicines should be brought to and collected from the office by parents or another responsible adult.

Medication should be in the original prescribed bottle/packaging.

Signed by Parent/Guardian: Date:

NOTE: Where possible, the need for medicines to be administered at school should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly.

