TANFIELD LEA COMMUNITY PRIMARY SCHOOL

MEDICAL CONDITIONS POLICY

Opening Doors, Enriching Lives

Date: September 2026
To be reviewed: September 2027

Policy Statement

Our school is an inclusive community that welcomes and supports pupils with medical conditions.

We will help to make sure they can:

- Be healthy
- Stay safe
- Make a positive contribution
- Enjoy and achieve
- Be successful once they leave school

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

Our school will make sure all our staff feel confident in knowing what to do in an emergency.

Our school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

Our school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All our staff understand the medical conditions that affect pupils at our school. Staff receive training on the impact medical conditions can have on pupils.

Our Medical Conditions Policy

Our medical conditions policy describes how the school will meet the needs of children and young people with long-term conditions including diabetes.

1 Our school is an inclusive community that supports and welcomes pupils with medical condition.

We provide children with medical conditions with the same opportunities and access to activities (both school-based and out-of-school) as other pupils.
No child will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made.

Our school will listen to the views of pupils and parents.
Pupils and parents should feel confident in the care we provide and that the level of that care meets their needs.

Staff understand the medical conditions of pupils at our school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
All staff understand their duty of care to children and young people and know what to do in an emergency.

The whole school and local health community understand and support the medical conditions policy.
Our school understands that all children with the same medical condition will not have the same needs.

As a school in England, we will meet the duties in the Children and Families Act and the Equality Act relating to children with disability or medical conditions. We recognise these acts are anticipatory.

2 Our school's medical conditions policy has been created with input from different groups

Pupils, parents, school nurses, school staff, governors, and relevant local health services should all be asked to contribute.

3 The medical conditions policy is supported by a clear communication plan for staff, parents and others to make sure it's carried out fully

Pupils, parents and relevant local healthcare staff are informed of and reminded about the medical conditions policy through clear communication channels.

4 All staff understand and are trained in what to do in an emergency for children with medical conditions at our school

All school staff, including temporary or supply staff, are aware of the medical conditions at our school and understand their duty of care to pupils in an emergency. All staff receive training in what to do in an emergency and this is refreshed at least once a year.

All children with a medical condition at our school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil

should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing it within emergency care settings.

5 All staff understand and are trained in the school's general emergency procedures

All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

6 Our school has clear guidance on providing care and support and administering medication at school

Our school understands the importance of medication being taken and care received as detailed in the pupil's IHP.

Our school will make sure that there are several members of staff who've been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary.

Our school will make sure there are enough staff trained to cover any absences, staff turnover and other circumstances. Our school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

Our school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances. Every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

When giving medication, for example pain relief, our school will check the maximum dosage and when the previous dose was given. Parents will be informed.

Our school will not give a pupil under 16 aspirin unless prescribed by a doctor.

Our school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Parents at our school understand that they should let the school know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

7 Our school has clear guidance on the storage of medication and equipment at school

Our school makes sure that all staff understand what an emergency is for an individual child and makes sure that emergency medication or equipment is easily available wherever the child is in the school or on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish and if it's appropriate.

Pupils may carry their own medication and equipment, or they should know exactly where to get it from.

Pupils can carry controlled drugs if they're able to look after them properly. If not, the school will store them securely but accessibly. Only named staff should have access to them. Only specially trained staff can give a controlled drug to a pupil.

Our school will make sure that all medication is stored safely, and that pupils with medical conditions know where it's stored and have immediate access to it at all times.

Our school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which must still be in date, but will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medications and equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

Our school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

8 Our school has clear guidance about record keeping

Parents at our school are asked if their child has any medical conditions on the enrolment form.

Our school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services. Our school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register. IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.

The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.

Our school makes sure that the pupil's confidentiality is protected.

Our school seeks permission from parents before sharing any medical information with any other party.

Our school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

Our school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Our school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse, school nurse or other suitably qualified healthcare professional or the parent. The specialist nurse, school nurse or other suitably qualified healthcare professional will confirm their competence, and our school keeps an up-to-date record of all training undertaken and by whom.

9 Our school makes sure the whole school environment is welcoming and suitable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Our school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are asked about what will help make the school accessible to them. Our school is also committed to providing an accessible physical environment for out-of-school activities.

Our school makes sure the needs of pupils with medical conditions are adequately considered so they can take part in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's Anti Bullying Policy, to help prevent and deal with any problems. They use opportunities in lessons to raise awareness of medical conditions to help promote a positive environment.

Our school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

Our school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

Our school makes sure that pupils have the appropriate medication, equipment and food with them during physical activity.

Our school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.

Our school will not penalise pupils for their attendance if their absences relate to their medical condition.

Our school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the school's special educational needs coordinator (known as a SENDCO) or equivalent who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

Pupils at our school learn what to do in an emergency.

Our school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

10 Our school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this

Our school is committed to identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training and written information on medical conditions which includes avoiding or at least reducing exposure to common triggers.

It has a list of the triggers for pupils with medical conditions at our school, has a plan to reduce potential triggers and is actively working towards reducing and trying to eliminate these health and safety risks.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

Our school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

11 Each member of the school and health community knows their roles and responsibilities in maintaining and carrying out an effective medical conditions policy.

Our school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to make sure that the policy is planned, carried out and maintained successfully.

The roles and responsibilities for all relevant parties can be found at www.diabetes.org.uk/schools.

12 The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year

In evaluating the policy, our school seeks feedback from pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. Listening to what pupils think of the policy is an important part of evaluating it.