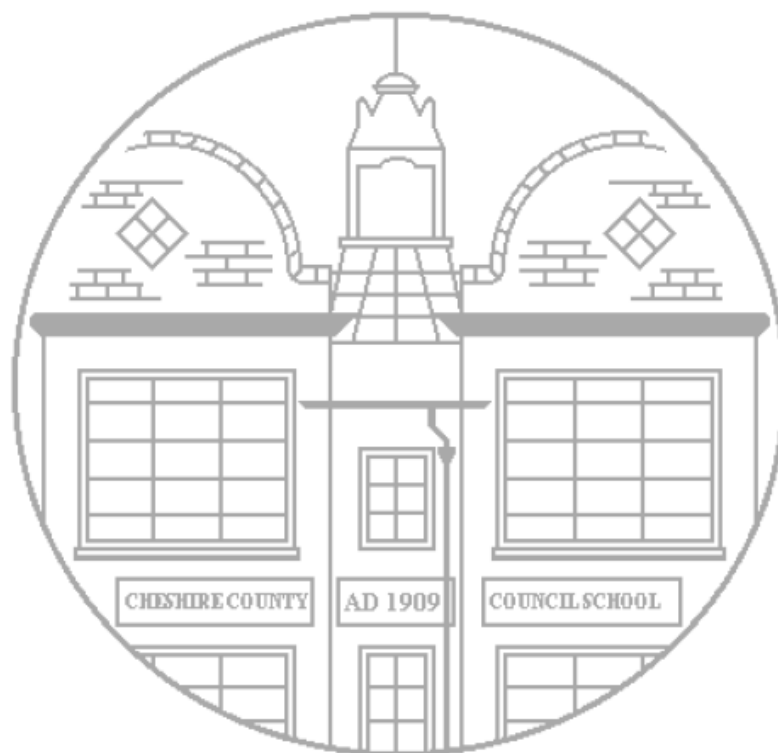


Cambridge Road Community Primary & Nursery School



Supporting Pupils with Medical Conditions Policy

Approved by: Heather Berry

Date: September 2026

Review date: September 2027

1. Purpose and aims

Cambridge Road Community Primary & Nursery School is committed to providing a safe, inclusive and supportive environment for pupils with medical conditions. The school aims to ensure that pupils with medical conditions can access the same educational, social, sporting and enrichment opportunities as their peers, while receiving appropriate support to manage their condition safely.

The school recognises that medical conditions can affect a pupil's attendance, wellbeing, learning, confidence and participation. Support will therefore be individualised and based on the pupil's needs, appropriate medical advice and, where required, a Healthcare Plan (HCP).

2. Legal and statutory framework

This policy is informed by the Department for Education statutory guidance Supporting pupils with medical conditions at school and section 100 of the Children and Families Act 2014. The current DfE guidance remains in force while revised guidance is being developed. The school will have regard to the current statutory guidance and update this policy when relevant national guidance changes.

The school will also comply with other applicable duties and guidance concerning equality, special educational needs and disability, safeguarding, first aid, medicines, attendance and education for children who cannot attend school because of health needs.

From July 2026, the DfE has also published separate statutory guidance on allergy safety in schools. Where a pupil has an allergy, this policy will operate alongside the school's published Allergy Safety Policy and the pupil's HCP.

3. Scope

This policy applies to all pupils with a medical condition who attend Cambridge Road Community Primary & Nursery School, including pupils with short-term, long-term, recurring or potentially life-threatening conditions. It applies during the normal school day, educational visits, residential visits, sporting activities, clubs and other school-arranged activities.

4. Principles

- Pupils with medical conditions will be supported to participate fully in school life wherever reasonably possible.
- The pupil's individual needs will be considered rather than relying solely on a generic approach to a diagnosis.
- Pupils and parents/carers will be involved in decisions about medical support wherever appropriate.
- Medical information will be shared with staff who need it to keep the pupil safe and support their education, while respecting confidentiality and data-protection requirements.
- Staff will only undertake medical procedures or administer medication where they have agreed to do so, have received appropriate training where required, and are acting in accordance with the relevant plan and school procedures.
- The school will make reasonable adjustments where required for disabled pupils and will consider accessibility in learning, physical activity, social activities and educational visits.

- The school will promote age-appropriate independence and self-management while recognising that pupils may require adult support.
- The school will review incidents, near misses and emerging concerns so that practice can be improved.

5. Roles and responsibilities

5.1 Governing body

- Ensure arrangements are in place to support pupils with medical conditions and that this policy is implemented.
- Ensure the policy is regularly reviewed and readily accessible to staff and parents/carers.
- Ensure the school has appropriate arrangements for training, medication, emergency response, record keeping and individual healthcare planning.

5.2 Headteacher

- Ensure the policy is implemented consistently across the school.
- Ensure staff understand their responsibilities and know where to obtain advice.
- Ensure appropriate staff are informed about pupils' medical needs on a need-to-know basis.
- Ensure appropriate staff receive training and demonstrate the required level of competency before undertaking relevant medical support.
- Ensure educational visits and activities are appropriately risk assessed and medical needs are incorporated into planning.
- Ensure serious incidents and significant near misses are reviewed and appropriate action is taken.

5.3 Senior leadership team / designated medical lead

- Coordinate the development, implementation and review of IHPs.
- Work with the SENCO, parents/carers, pupils and healthcare professionals as appropriate.
- Ensure the impact of a medical condition on learning, attendance, participation and wellbeing is considered.
- Maintain oversight of medication systems, staff training and medical records.
- Ensure concerns are escalated to the appropriate healthcare professional, local authority or other service when required.

5.4 SENDCO

- Consider whether a pupil with a medical condition also has special educational needs or requires SEND support.
- Work with the pupil, family, school staff and relevant professionals where a medical condition is affecting access to learning.
- Ensure reasonable adjustments and appropriate educational support are considered.

5.5 School staff

- Know which pupils they are responsible for and understand relevant aspects of their medical support arrangements.
- Attend required training and follow the pupil's HCP and emergency procedures.
- Respond promptly and appropriately when a pupil becomes unwell or requires medical support.
- Report concerns, incidents, medication errors or near misses to the designated member of staff.

- Maintain confidentiality and only share medical information appropriately.
- Seek advice rather than attempting an unfamiliar medical procedure without appropriate instruction or training.

5.6 First aiders / designated medication staff

- Maintain secure and appropriate storage of medicines.
- Keep accurate records of medicines administered or supervised.
- Monitor expiry dates and request replacement medication where appropriate.
- Record and report medical emergencies, medication incidents and relevant changes in a pupil's needs.
- Support staff and pupils in following established emergency procedures.

5.7 Parents/carers

- Provide accurate, sufficient and up-to-date information about their child's medical condition and support needs.
- Provide prescribed medication and medical equipment in the required condition, clearly labelled and within its expiry date.
- Participate in the development and review of the HCP.
- Inform the school promptly about changes in diagnosis, medication, dosage, treatment or emergency arrangements.
- Ensure they or another agreed emergency contact can be contacted when required.

5.8 Pupils

- Be involved in discussions about their medical support where appropriate to their age and understanding.
- Follow agreed arrangements in their HCP and seek adult help when needed.
- Develop independence in managing their condition where safe and appropriate.
- Tell a trusted adult when they feel unwell or believe they require their medication.

6. Healthcare Plans (HCPs)

An HCP will be considered for a pupil where the school needs additional information or specific arrangements to support their medical condition safely. The HCP should be proportionate to the pupil's needs and developed with the pupil (where appropriate), parent/carer and relevant healthcare professional.

An HCP may include:

- the pupil's medical condition and relevant background information;
- symptoms, triggers and early warning signs;
- medication, dosage, timing and method of administration;
- what the pupil can manage independently and what adult support is required;
- what to do in an emergency and when emergency services should be contacted;
- reasonable adjustments and arrangements for learning and physical activity;
- arrangements for educational visits, clubs and activities;
- named staff or roles responsible for particular aspects of support;
- arrangements for communicating changes and reviewing the plan.

HCPs will be reviewed when the pupil's needs change, following a significant incident or where concerns arise, and otherwise at an appropriate interval. Parents/carers will receive a copy of the completed HCP.

7. Staff training and competency

- All staff will receive appropriate awareness information about common medical conditions and the school's procedures.
- Staff who are required to administer medication or undertake a specific medical procedure will receive appropriate training before taking responsibility.
- Refresher training will be arranged where necessary, including when a pupil's needs, treatment or medication changes.
- Training and competency records will be maintained.
- Where a condition is potentially life-threatening, relevant staff will know the pupil's emergency procedure and how to summon emergency assistance.

8. Medication

The school will only accept and administer medication in accordance with its agreed procedures, parental consent and the pupil's HCP or other appropriate written instructions. Medication should normally be prescribed for the individual pupil, clearly labelled and supplied in its original packaging.

- The pupil's name, medication, dosage, frequency and relevant instructions should be clear on the supplied medication/ written instructions.
- Medication will be stored securely and in accordance with any temperature or access requirements.
- Emergency medication must be readily accessible to authorised staff and, where appropriate and safe, to the pupil.
- Medication administered or supervised by staff will be recorded, including the date, time, medication, dose and staff member.
- If medication is refused, omitted, unavailable, incorrectly administered or otherwise involved in an incident, this will be recorded and escalated in accordance with school procedures.
- Parents/carers will be informed promptly when medication arrangements change or when an incident requires their attention.
- Out-of-date or no-longer-required medication will be dealt with safely in accordance with school procedures and parents/carers will be informed.

Staff are not required to administer medication merely because a pupil attends the school. Where staff undertake medication duties, the school will ensure that appropriate arrangements, consent, training, risk assessment and insurance cover are in place.

9. Emergency procedures

Each pupil with a known potentially serious medical condition will have an appropriate emergency response recorded in their HCP where necessary. Staff must follow the pupil's emergency instructions and summon emergency assistance where required.

- Call emergency services where the pupil's condition requires urgent medical attention.
- Administer emergency medication only where appropriate and in accordance with the pupil's plan, training and school procedures.
- Ensure a responsible member of staff remains with the pupil until responsibility is transferred to an appropriate healthcare professional or parent/carer, as applicable.

- Take the pupil's relevant medical information and medication/equipment with them when this is appropriate and safe.
- Record the incident and review whether the HCP, risk assessment, training or other arrangements need updating.

If a pupil needs to attend hospital, a member of staff will accompany the pupil in accordance with the school's emergency arrangements and remain until an appropriate parent/carer or healthcare professional takes responsibility. Staff will not normally transport a pupil in their own private vehicle.

10. Access to education and reasonable adjustments

A medical condition must not unnecessarily prevent a pupil from accessing learning or participating in school activities. Teachers and leaders will consider reasonable adjustments and practical support, including access to medication, additional rest or toilet breaks, modified physical activity, support with catching up after absence and adjustments to routines where appropriate.

Where a pupil is struggling to keep up with learning because of a medical condition, the school will consider whether additional educational or SEN support is required.

11. Physical education, sport and activities

Pupils with medical conditions will be encouraged to participate in physical education, sport, games and other activities wherever it is safe to do so. Staff will follow the pupil's HCP and any relevant medical advice and make appropriate adjustments rather than excluding the pupil unnecessarily.

12. Educational visits and off-site activities

- Medical needs will be considered as part of the visit risk assessment.
- Staff will know which pupils require medical support and what action is required in an emergency.
- Medication and medical equipment will be available and stored appropriately for the duration of the visit.
- Parents/carers will provide up-to-date information before visits where requested.
- Residential visits will have appropriate first-aid and medical arrangements, including a designated member of staff where required.
- The school will consider how the pupil can participate safely rather than assuming that a medical condition prevents participation.

13. Allergy safety

Allergy support will be managed in accordance with the school's separate Allergy Safety Policy and relevant statutory guidance. Where a pupil has an allergy, their HCP should identify relevant allergens, symptoms, emergency treatment, access to adrenaline auto-injectors where prescribed or otherwise applicable, and the actions staff must take.

The school will ensure relevant staff receive appropriate allergy awareness and emergency training and will record and learn from serious allergic reactions and relevant near misses.

14. Confidentiality and information sharing

Medical information is sensitive personal information. The school will handle it confidentially and share it only with people who need the information to support the pupil, protect their safety or fulfil a legitimate school responsibility. Information provided to staff will be proportionate and practical, with emergency information readily available to those who may need to respond.

15. Attendance and education during periods of illness

The school will work with parents/carers and relevant professionals where a medical condition affects attendance. Where a pupil cannot attend school because of health needs, the school will consider the appropriate education and reintegration arrangements in line with current statutory guidance and local arrangements.

16. Record keeping and monitoring

- Records of medication administration will be maintained.
- Training and competency records will be maintained.
- HCPs and relevant risk assessments will be retained and reviewed appropriately.
- Medical incidents, medication errors and significant near misses will be recorded and reviewed.
- The school will use incident information to identify improvements to procedures, training or individual plans.
- Medication expiry dates will be checked regularly and replacement medication requested where necessary.

17. Complaints

Parents/carers or pupils who are dissatisfied with the support provided should raise their concern with the school in the first instance. Where a concern cannot be resolved informally, it may be progressed through the school's formal complaints procedure.