

Cleveland Road Primary School

Supporting Pupils with

Medical Conditions Policy

Revised Autumn Term 2026

Signed _____ Chair of Governors

To be reviewed Autumn Term 2027

Cleveland Road Primary School

Supporting Pupils with Medical Conditions Policy

Cleveland Road Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

Cleveland Road Primary School provides all pupils with any medical condition the same opportunities as others at school. We will ensure;

- The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in a medical emergency.
- The school works in partnership with parents, carers, and healthcare professionals.
- Staff understand the importance of medication being stored correctly and care being taken as prescribed.
- Staff understand the medical conditions that affect pupils in our school and will make reasonable adjustments to support such pupils.
- Staff receive regular training on the impact medical conditions can have on pupils.

The named member of school staff responsible for these medical conditions policy and its implementation is the Head teacher (Veena Naidoo).

Policy framework

- 1. Cleveland Road Primary School is an inclusive community that supports and welcomes pupils with medical conditions.**
 - We are welcoming and supportive of pupils with medical conditions. We provide children with medical conditions the same opportunities and access to activities as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
 - We listen to the views of pupils and parents, who can feel confident in the care they receive from this school which meets their needs.
 - Our staff understand the medical conditions of pupils at this 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 towards pupils and know what to do in the event of an emergency.
 - This school understands that all children with the same medical condition will not have the same needs.
 - The school adheres to the Children and Families Act and The Equality Act. The school's procedures and policy also reflect the statutory guidance presented in 'Supporting Pupils with Medical Conditions at Schools' (2014).
- 2. Cleveland Road Primary School's supporting pupils with medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**
 - Our stakeholders include pupils, parents and carers, school nurse, school staff, governors, Redbridge Local Authority and relevant local health services.

3. **The medical conditions policy is supported by a clear communication with staff, parents/carers and other key stakeholders to ensure its full implementation.**
- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of the reminded about the medical conditions policy through clear communication channels and at regular intervals. This includes the following methods;

Children

- *Through PSHE/ Circle time activities*
- *Through whole school assembly*

For staff members:

- *Staff meetings*
- *Annual training*
- *Sharing of policy documentation*
- *The staff handbook*

Parents/ carers:

- *As part of the enrolment meeting*
- *In the school newsletter at intervals during the year*
- *Sharing of policy documentation via the school website*
- *During the updating of IHPs*

Eternal Stakeholders (including health professionals):

- *During meetings related to a pupil's medical needs*
- *Annual training*
- *Sharing of policy documentation*

4. **All staff understand and are trained in what to do in an emergency for children with medical conditions at Cleveland Road Primary School.**
- All children with a medical condition, that require additional and on-going support at this school have an individual healthcare plan (IHP), which explains what help they need in an emergency. Mrs Parveen and Mrs Hart (Deputy Head teacher) are responsible for producing these in consultation with parents / carers, the school nurse and school staff.
 - All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency. Copies of IHP are kept in appropriate classes.
 - Overviews of IHPs for all children are clearly displayed in the staff room.
 - All staff receive annual training in what to do in a medical emergency, in relation to children with IHPs.
 - The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP 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.

- Staff receive induction training upon the commencement of their role 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.
 - We do not take pupils to hospital in staff cars.
- 6. Cleveland Road Primary School has clear guidance on providing care and support and administering medication at school.**
- There is no legal duty which requires school staff to administer medication; our staff do this on a voluntary basis.
 - This school understands the importance of medication being taken correctly and care received as detailed in the pupil's IHP.
 - Cleveland Road Primary School will make sure that their staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Training records (See Appendix 2) are retained in the school's Medical Administration File, which is kept in the medical room.
 - Our public liability policy covers the school, school governing body, teachers, other employees and volunteers should a claim be made by a pupil who alleges they have sustained injury or damage to property as a result of the negligent provision of medical treatment.
 - This policy covers the administration or supervision of prescription medication orally, topically or by tube and the application of appliance or dressings. This applies both to straightforward and complex conditions.
 - Guidance provided with the medication will be followed and that those administering the treatment will have received the appropriate training and this is reviewed on a regular basis.
 - The school will only administer medicines which where it is not clinically possible for them to be prescribed in dose frequencies which enable them to be taken outside of school hours.
 - The school will only administer prescribed medicines, which are in-date, labelled and provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or pump, rather than its original container.
 - Parents wishing the school to administer medication must complete and sign page one of the Record of Administration form (See Appendix 1). School staff will complete page 2, maintaining a record of dosage administered and the time that this was given. This form will be kept in the Medical Administration File and is available to the child's parents by request.
 - Cleveland Road Primary School will not give medication to a child without a parent's written consent.
 - Where parents / carers, school staff and medical professionals agree that a child is deemed competent to manage their own health needs and medicines, school staff will support them in doing so, encouraging them to take responsibility under supervision.
 - Cleveland Road Primary School will make sure that a First Aid trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
 - Parents at this school understand that they should let the school know immediately if their child's medical 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. Cleveland Road Primary School has clear guidance on the storage of medication and equipment at school.**
- This school will make sure that all medication is stored safely, and that pupils with medical conditions and staff members responsible for them, know where these are kept and have access to them immediately.
 - This 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 though must still be in date, will generally be supplied in an insulin injector pen or a pump.
 - All medication is stored in the school's first aid area(s), in the nursery and school office(s).
 - The school retain two Asthmatic inhalers for each child identified with Asthma¹. One will be stored in the first Aid area (as above), the other will be stored in the child's classroom in an 'emergency pack', which is attached to the back of the door. When a class leaves their room (ie. To use another room or for an educational visit), the teacher will take this pack with them.
 - Office staff will ensure that 'emergency packs' are also created for each after school club. These contain any medications for children who attend the club. The teacher leading the after school club must collect and return these packs to the office before and after the club takes place.
 - Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
 - School staff will not dispose of expired medicines. Parents/carers should do this via the pharmacy.
 - This school disposes of needles and other sharps in line with local policies. A sharps box is kept securely in the school office and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- 8. Cleveland Road Primary School has clear guidance about record keeping.**
- Upon enrolment, parents / carers are asked if their child has any medical conditions. If required the school will work with stakeholders to create a IHP prior to the child's start date.
 - This 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 any other appropriate relevant healthcare services.
 - This school has a centralised register of IHPs, Mrs Parveen 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. Copies of a child's IHP are kept in individual children's classes and a summary of each child's IHP is available in the staff room.
 - This school makes sure that the pupil's confidentiality is protected.
 - This school seeks permission from parents before sharing any medical information with any other party.

¹ In extremely rare cases, we have become aware of challenges that parents/carers are facing in sourcing additional inhalers. Where this is the case we will work with parents/carers to support sourcing and ensure that other appropriate arrangements are in place if this is not possible.

- This 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.
- This school keep an accurate record of all medication administered, including the dose, time date and supervising staff. This information is kept in the Medication Administration File, which is kept in the school's First Aid area.
- This school makes sure that all staff providing support to a pupil have received suitable training and on-going 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/ other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/ other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom. A register of staff with training to administer medication is maintained in the Medication Administration File.

9. Cleveland Road Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of pupil with medical conditions are adequately considered to ensure their involvement 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 bullying policy, to help prevent and deal with any problems. They use opportunities such as whole school assembly, PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff makes appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- This school understands that all relevant staff is 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.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This 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 understands that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.

- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
 - Pupils at this school learn what to do in an emergency.
 - This school makes sure that a risk assessment is carried out before any out-of-school visit. 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. Cleveland Road Primary School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating this health and safety risks and has a written schedule of reducing specific triggers to support this.**
- This 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/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, within individual IHPs, and where possible will take steps to reduce these.
 - 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 (educational visits). Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
 - This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school working procedures according to these reviews as and when this is required.
 - Some children may have food allergies that do not require a IHP to be produced, the school will seek guidance from the school nurse regarding this. When a parent / carer makes a food allergy known to the school, we ask that medical evidence of this is provided, in order that we can be fully informed and also share this with the school's catering company - in order that they can produce a specific menu as and when required in consultation with parents / carers.
- 11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**
- This school works in partnership with all relevant parties including the pupil (where appropriate), parents / carers, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
 - This school embraces 'Supporting Pupils with Medical Conditions at Schools' (2014) and work hard to guard against 'unacceptable practice', (clear examples of which can be found within this statutory guidance). Should parents or pupils be dissatisfied with the support provided they should discuss this with the head teacher. Complaints should be made in line with the school's Complaints Policy.
- 12. Children with health needs who cannot attend school.**

- We recognise that in some rare occurrences a child may have a specific health need which prevent them attending school. In such circumstances, our primary concern will be supporting the child and family.
 - In this situation, we will work with the family of the child concerned and related professionals to ensure that suitable, appropriate and sensitive arrangements are made to facilitate 'full-time' education (or as much education as the child's health condition allows).
 - Given the range and complexity of different health needs, we will respond to these situations on a case-by-case basis.
- 13. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**
- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parent, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

Updated: Autumn Term 2026

To Be Reviewed: Autumn Term 2027

Appendix 1

Record of medicine administered to an individual child

The school will not give your child medicine unless you complete and sign this form and the school has a policy that the staff can administer medicine.

Date	
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

By signing you agree that: The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. Please note - Medicines must be in the original container as dispensed by the pharmacy.

Signature

Date

Cleveland Road Primary School Record of Administration to an Individual Child

[illegible]

Appendix 2

Cleveland Road Primary School Medical Training Records

Name (Trainee)	Date	Training Type	Delivered By (Trainer)	Trainee Signature	Trainer Signature

Nb: Alternative methods of recording training may also be used / stored in alternative locations in specific circumstances given the nature of the training received (ie. virtual delivery or instances where specific training is provided within the context of a wider course of training). Where this is the case documents will be cross-referenced.