Filey Junior School

Widening horizons and reaching our potential. Respecting the world and each other. A happy, healthy and positive learning community.

Date this version of policy adopted by Governing Body: Sept 2026

Signed Headteacher: Michael Taylor

Signed Designated Medical Needs Lead: Claire Fenby

Signed Chair of Governors: C. Deighton

Supporting Pupils with Medical Conditions Policy

1. Policy Statement

- At Filey Junior School, we are committed to ensuring that pupils with medical conditions are properly supported so they can play a full and active role in school life, remain healthy, achieve their academic potential and participate in all aspects of school life, including educational visits and physical education.
- We recognise that pupils with medical conditions may require ongoing support, medicines or emergency care. The school will work closely with parents/carers, healthcare professionals and the local authority to ensure that pupils receive appropriate support.
- No child with a medical condition will be denied admission or prevented from taking part in school activities unless this is supported by medical evidence.

2. Aims

The aims of this policy are to:

- Ensure pupils with medical conditions are supported effectively.
- Enable pupils to access education alongside their peers.
- Promote partnership working with families and healthcare professionals.
- Ensure staff understand their roles and responsibilities.
- Provide a safe environment for administering medicines.
- Support attendance, wellbeing and inclusion.

3. Legislation and Guidance

This policy has regard to:

- Children and Families Act 2014
- Supporting Pupils at School with Medical Conditions (DfE)
- Equality Act 2010
- SEND Code of Practice
- Health and Safety at Work Act 1974
- Data Protection Act 2018
- Keeping Children Safe in Education

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure sufficient staff receive appropriate training.
- Monitor implementation of this policy.
- Ensure suitable insurance arrangements are in place.

Headteacher

The Headteacher will:

- Implement this policy.
- Ensure staff receive appropriate training.
- Ensure Individual Healthcare Plans (IHPs) are developed where required.
- Ensure medicines are stored safely.
- Monitor arrangements for pupils with medical conditions.

Designated Medical Needs Lead

The designated lead will:

- Coordinate support for pupils.
- Liaise with parents and healthcare professionals.
- Maintain healthcare records.
- Arrange staff training.
- Ensure emergency procedures are understood.

School Staff

Staff will:

- Understand procedures for supporting pupils.
- Undertake training before carrying out medical procedures.
- Follow Individual Healthcare Plans.
- Respond appropriately in emergencies.
- Record medicines administered.

Staff cannot be required to administer medicines unless this forms part of their role or they have agreed to do so.

Parents and Carers

Parents/carers are responsible for:

- Informing the school of medical conditions.
- Providing up-to-date medical information.
- Providing medicines in the original container with pharmacy label where applicable.
- Replacing expired medication.
- Attending review meetings where required.

Pupils

Where appropriate, pupils will be encouraged to:

- Understand their medical condition.
- Manage their own medicines where agreed.
- Inform staff if they feel unwell.
- Carry emergency medication if appropriate.

5. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will normally be developed where a pupil:

- Has a long-term medical condition.
- Requires regular medication.
- Needs emergency intervention.
- Requires adjustments during the school day.

The plan may include:

- Medical condition.
- Symptoms.
- Medication.
- Daily care requirements.
- Emergency procedures.
- Staff responsibilities.
- Contact details.
- Educational visits arrangements.

Plans will be reviewed annually or sooner if needs change.

6. Managing Medicines

Prescription medicines will only be administered where:

- They have been prescribed by a healthcare professional.
- Written parental consent has been provided.

- The medicine is supplied in the original labelled container.

Medicines will be:

- Stored securely.
- Accessible in an emergency.
- Checked for expiry dates.
- Returned to parents when no longer required.

A written record will be kept of medicines administered.

7. Emergency Medication

Emergency medicines such as:

- Inhalers
- Adrenaline auto-injectors (AAIs)
- Emergency epilepsy medication (where appropriate)

must be readily accessible at all times.

Staff responsible for pupils will know:

- Where medicines are stored.
- How to administer emergency medication.
- When to call emergency services.

8. Self-Management

Where healthcare professionals and parents agree, pupils may carry and administer their own medication.

This will depend on:

- Age
- Understanding
- Medical advice
- Individual risk assessment

9. School Trips and Sporting Activities

Pupils with medical conditions will be included in educational visits and sporting activities wherever reasonably possible.

Risk assessments will identify:

- Medical support required.
- Availability of medication.
- Staff training needs.
- Emergency arrangements.

Reasonable adjustments will be made to ensure inclusion.

10. Unacceptable Practice

The school will not:

- Prevent pupils accessing medication.
- Assume every child with the same condition requires identical support.
- Ignore medical evidence.
- Send pupils home unnecessarily.
- Prevent participation in activities without evidence-based justification.
- Penalise pupils for medical-related absences.

11. Staff Training

Relevant staff will receive training appropriate to the needs of pupils.

Training may include:

- Asthma
- Diabetes
- Epilepsy
- Anaphylaxis
- Administration of medicines
- Emergency procedures

Training records will be maintained.

12. Record Keeping

The school will maintain:

- Individual Healthcare Plans.
- Parental consent forms.
- Records of medicines administered.
- Training records.
- Emergency contact information.

Information will be handled confidentially in accordance with data protection legislation.

13. Complaints

Any concerns regarding support for pupils with medical conditions should initially be raised with the Headteacher.

If concerns remain unresolved, parents may use the school's Complaints Policy.

14. Monitoring and Review

This policy will be monitored by the Headteacher and Governing Body.

The policy will be reviewed annually or sooner if legislation or guidance changes.

Appendix A – Medical Needs Checklist

Before a pupil starts school or following diagnosis:

✓ Parent informed school

✓ Medical information received

✓ Individual Healthcare Plan completed (where required)

✓ Consent forms signed

✓ Medication received and checked

✓ Staff trained

✓ Emergency procedures shared

✓ Educational visit arrangements considered

✓ Healthcare Plan review date agreed