Vernham Dean Gillum's Church of England Primary School

Supporting Pupils with Medical Conditions

- **Date of Policy:** September 2026
- **Date Due for Review:** September 2027
- **Statutory Framework:** Section 100 of the *Children and Families Act 2014*, DfE guidance *Supporting Pupils at School with Medical Conditions*, *Keeping Children Safe in Education (KCSiE 2026)*, the *Equality Act 2010*, and the *SEND Code of Practice 0–25 Years*.

1. Introduction and Aims

Vernham Dean Gillum's Primary School is committed to supporting pupils with medical conditions (physical or mental) to ensure full access to education, including school trips, residential visits, and physical education (PE).

Our aims are to ensure pupils with health conditions:

- Maintain optimal physical and mental health while at school.
- Achieve academically and participate fully in all aspects of school life.
- Suffer minimal disruption to their education and social development due to medical needs.

All medical information is treated as confidential by staff. Medicine administration follows this policy alongside the federation's *Administration of Medicine Policy*.

2. Statutory Requirements and Governance

Individual Healthcare Plans (IHPs) will be reviewed at least annually, or earlier if evidence indicates a pupil's needs have changed significantly. Plans will be developed with the child's best interests in mind to minimise educational disruption.

3. Roles and Responsibilities

3.1 The Governing Body

- Ensures pupils with medical conditions are supported to enable maximum participation in school life.
- Ensures staff receive appropriate clinical training and are certified competent before supporting students with medical needs.
- Ensures staff have access to necessary medical information and resources.

3.2 The Executive Headteacher (Federation Level)

- Maintains strategic oversight of policy implementation across all federation sites.
- Ensures staff are appropriately insured and indemnified under Hampshire County Council self-insurance arrangements.
- Ensures consistent and robust medical support systems across campuses.

3.3 Heads of School (Site Level)

- Oversees daily application of this policy on their respective school site.
- Ensures staff are confident in their care roles and identifies necessary clinical training.
- Monitors secure storage of medication and site-specific record keeping.
- Acts as Senior Leadership Team (SLT) lead for medical emergencies on site.

3.4 The SENCo

- Coordinates the development and annual review of **Individual Healthcare Plans (IHPs)**, **Asthma Medication Agreements**, and **Personal Emergency Evacuation Plans (PEEPs)** in conjunction with parents, carers, and healthcare professionals.
- Liaises with the Hampshire School Nursing Service and specialist health teams.

3.5 Administration Officer

- Maintains central medical files in the school office and updates Arbor digital pupil records.
- Assists in tracking annual review dates for IHPs and PEEPs.

3.6 Teachers and Support Staff

- Integrate pupil medical needs into lesson planning and risk assessments.
- Complete required medical training before administering treatments or medication.
- Know emergency protocols and alert SLT/first aiders immediately in a medical crisis.

3.7 Healthcare Professionals (School Nurses, GPs, Specialists)

- Notify the school when a pupil is identified with a condition requiring support.
- Provide expert advice for IHPs and deliver clinical training to school staff.

4. Identifying Pupils with Health Conditions

Pupils with medical needs are identified upon entry via parent partnership, transition meetings, and notification from the Hampshire Southern Health NHS Foundation Trust School Nurse Team.

Where a formal diagnosis is pending, temporary support will be implemented immediately based on available evidence and medical advice.

5. Individual Healthcare Plans (IHPs)

IHPs are required where a condition is long-term or complex, involves high risk of sudden illness, or may require emergency intervention.

- **Development:** Drawn up by the SENCo, parents/carers, and health professionals using the Hampshire adapted template.
- **Integration:** Linked directly with Education, Health and Care Plans (EHCPs) where applicable.
- **Reintegration:** Supported by the Hampshire Inclusion Team following periods of hospitalisation or alternative provision.

6. Staff Training and Induction

- **Induction:** All new staff review this policy during onboarding.
- **Annual Renewal:** All staff re-read the policy annually and complete a signed confirmation sheet.
- **Specialist Clinical Training:** Staff providing specific medical care receive training from qualified health professionals. Formal training records are retained in the pupil's central medical file.

7. Pupil Self-Management

Where age-appropriate and agreed in the IHP, pupils are encouraged to manage their own medication (e.g., asthma inhalers, blood glucose monitors). If a pupil refuses medication, staff will not force compliance but will follow the emergency steps in the IHP and contact parents immediately.

8. Day Trips, Off-Site Activities, and Trips

Reasonable adjustments and risk assessments are made to ensure pupils with medical conditions participate fully in all trips, residentials, and sports activities.

- Designated trained staff carry required medication and emergency procedure cards.
- Emergency medicines remain immediately accessible at all times during off-site visits.

9. Medication Storage Protocols

Medication must be submitted in its original container, clearly labelled with the child's name, dosage, and expiry date.

- **Emergency Medicines:** Adrenaline Auto-Injectors (AAIs/EpiPens), asthma inhalers, and glucose testing kits are **never locked away** and remain accessible in designated classrooms/locations.
- **Refrigerated Medication:** Stored in a designated, secure medical refrigerator with lock in the school office.
- **Controlled Drugs:** Kept in a locked, non-portable storage container accessible only to authorized staff, with a detailed usage log maintained.

10. Disposal of Medicines

Parents/carers are responsible for collecting and disposing of expired or unused medication. All returned medication is logged on the pupil's medicine administration record.

11. Record Keeping and Parent Communication

All administered medication (prescribed and homely remedies) is logged on the official *Record of Medicines Administered* form. Parents are notified on the same day via Arbor In-App message, email, or telephone.

12. Emergency Procedures

In a medical emergency:

- Staff call 999 immediately and follow IHP emergency instructions.
- A member of staff (typically the class teacher or SLT) remains with the pupil at all times and accompanies them in the ambulance if parents have not yet arrived.
- Emergency plans and medical records are taken to the hospital.
- Medical summary sheets are displayed discreetly in staff-only areas of classrooms and medical rooms.

13. Personal Emergency Evacuation Plans (PEEPs)

PEEPs are written by the SENCo for pupils whose medical condition or mobility restriction affects their ability to evacuate safely during emergency drills. PEEPs are reviewed annually or as needed for short-term conditions (e.g., limb injuries).

14. Location of Automated External Defibrillator (AED)

- Main School Office.

15. Unacceptable Practice

Staff must never:

- Prevent pupils from accessing their inhalers or emergency medication.
- Assume every pupil with the same condition requires identical treatment.
- Ignore the views of the pupil, parents, or medical evidence.
- Send unwell pupils to the office or medical room unaccompanied.
- Penalise pupils for medical absences or hospital appointments.
- Prevent pupils from eating, drinking, or taking toilet breaks needed to manage their condition.
- Require parents to attend school to administer routine medication or provide support.
- Exclude pupils from trips or school activities due to medical needs.

16. Indemnity and Complaints

- **Indemnity:** Staff supporting pupils with medical needs under this policy are indemnified under Hampshire County Council's self-insurance scheme.
- **Complaints:** Concerns should be directed to the Executive Headteacher in the first instance. Formal complaints follow the school's *Complaints Policy*.