



# Wittersham Church of England Primary Supporting Pupils With Medical Needs Policy 2025

*We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum and experiences that promote courage and a strong moral purpose underpinned by our Christian values, preparing them to become compassionate citizens within our rural community and the wider world*

## Revision History

Version	Date	By	Description
V01	October 2019	C.Frost	Reviewed and Updated
V02	October 2021	C. Frost	Reviewed and Updated
V03	October 2023	G. Hawkins	Reviewed and Updated
V04	October 2024	Stella Coulson	Reviewed and Updated
V05	October 2025	Stella Coulson	Reviewed and Updated

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## Statement of Intent

The governing board of Wittersham Church of England Primary School recognises its responsibility to ensure that pupils with medical conditions are fully supported in school.

We are committed to ensuring that every child with a medical condition, whether physical or mental health related, is able to play a full and active role in school life, stay healthy and safe, access the full curriculum including PE, school trips and residential visits, and achieve their academic potential.

We want parents to feel confident that the school provides effective support for their child, and pupils to feel safe and valued. Our Christian values of courage, compassion and cooperation underpin our approach, ensuring dignity, inclusion and care for every child.

Some pupils with medical conditions may also be identified as disabled under the Equality Act 2010 or have SEND needs supported by an Education, Health and Care Plan (EHCP). In these cases, this policy operates alongside the school's SEND Policy and the SEND Code of Practice (2015). To ensure needs are fully understood, we work in partnership with pupils, parents, health professionals, and the local authority.

## Legal Framework

This policy has due regard to legislation and statutory guidance including the Children and Families Act 2014, the Education Acts 1996 and 2002, the Equality Act 2010, the Health and Safety at Work Act 1974, the NHS Act 2006 (as amended), the Medicines Act 1968, the Misuse of Drugs Act 1971, the Children Act 1989, the School Premises Regulations 2012, the SEND Regulations 2014, the Human Medicines Regulations 2017, and the Food Information (Amendment) Regulations 2019 (Natasha's Law). Guidance documents include *Supporting Pupils at School with Medical Conditions* (DfE 2015), *SEND Code of Practice* (DfE 2015), *First Aid in Schools* (DfE 2022), and *Guidance on the Use of Adrenaline Auto-Injectors in Schools* (Department of Health 2017).

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This policy should be read alongside the following school policies:

- Administering Medication Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Asthma Policy
- Complaints Procedures Policy
- Pupil Equality, Equity, Diversity, and Inclusion Policy
- Attendance and Absence Policy
- Pupils with Additional Health Needs Attendance Policy
- Admissions Policy

## **Roles and Responsibilities**

The governing board is responsible for ensuring arrangements are in place to support pupils with medical conditions, and that they have the same opportunities as their peers. It will work with health services and the local authority to secure appropriate provision, oversee reintegration following absences, and ensure that no child is refused admission on the basis of their medical needs. Governors must also ensure that staff receive appropriate training and resources, and that pupils' health is protected, for example, during outbreaks of infectious disease.

The Headteacher has overall responsibility for implementing this policy. This includes ensuring sufficient trained staff are available to support pupils, overseeing the development of Individual Healthcare Plans (IHPs), making sure insurance cover is in place, and contacting the school nurse where further support is needed.

Parents are expected to provide accurate and up-to-date information about their child's medical condition, work with the school to develop and review IHPs, and ensure they can be contacted at all times. Pupils, where appropriate, will be involved in discussions about their support and contribute to their IHPs. They are also expected to show respect and sensitivity towards the needs of peers with medical conditions.

School staff provide support to pupils with medical needs when requested and only once appropriate training has been received. They must know how to respond in an emergency and follow agreed plans. The school nurse team plays a vital role in informing the school when a pupil has a medical condition, supporting the

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implementation of IHPs, and advising or training staff. Other healthcare professionals, including GPs, consultants and clinical commissioning groups, are expected to provide medical advice and ensure that services work in partnership with schools. The local authority commissions school nursing, provides training and guidance, and ensures alternative education is provided where children are absent for long periods due to medical needs.

## **Admissions**

No child will be denied admission because of their medical condition, and medical needs will not be requested on admission forms. When needs are identified, arrangements will be put in place within two weeks, or earlier where prior information is available.

## **Notification Procedure**

Parents must inform the school of any medical needs. The school nurse will notify the headteacher when a pupil requires support. A planning meeting will be held with parents, the pupil and relevant health professionals to decide whether an IHP is needed. A formal diagnosis is not required before support is provided, and the school will act on the best available evidence.

## **Staff Training and Support**

Staff supporting pupils with medical needs will receive appropriate training provided by healthcare professionals or commissioned providers. Training ensures staff are competent and confident to carry out their responsibilities. Whole-school awareness training will take place annually and form part of new staff induction. Supply teachers will be informed of pupils' needs.

## **Self-Management of Conditions**

Where appropriate, pupils will be encouraged to manage their own medicines and procedures. This will be set out in their IHP. Medicines may be carried by pupils or stored securely but accessibly. If a pupil refuses to take medicine, staff will not force them, but

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parents will be informed.

## **Individual Healthcare Plans (IHPs)**

IHPs will be developed jointly with parents, healthcare professionals, and, where appropriate, pupils. Plans will set out the condition, symptoms and treatment, the pupil's needs, roles and responsibilities of staff, emergency procedures, and confidentiality arrangements. They will be reviewed annually or sooner if circumstances change. Where pupils have an EHCP, the IHP will be linked to or incorporated into it.

## **Managing Medicines**

Medicines will only be administered where necessary for health or attendance. Written parental consent is required for under-16s. Only in-date, labelled medicines in original containers will be accepted, with the exception of insulin pens or pumps. Records will be kept of all medicines administered. Controlled drugs will be stored securely and only trained staff may administer them. The school will also keep emergency asthma inhalers for use in line with the Asthma Policy.

## **Allergies and Anaphylaxis**

The school manages allergies in line with its Allergen and Anaphylaxis Policy. Parents must provide up-to-date information, and staff are trained to use Adrenaline Auto-Injectors (AAIs). AAIs are stored appropriately, and a spare device is kept on site. Natasha's Law requirements are followed for all pre-packed food prepared on site.

## **Trips, Visits and Sporting Activities**

Pupils with medical needs are supported to participate fully in school trips, residential visits and sporting activities. Risk assessments are carried out, and reasonable adjustments are made in consultation with parents and medical professionals.

## **Emergency Procedures**

Emergency procedures are detailed in IHPs and staff are trained to respond

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appropriately. A member of staff will remain with a pupil until parents arrive, and emergency services will be contacted when necessary.

## **Unacceptable Practice**

The school will not assume that pupils with the same condition require the same treatment, prevent access to medication, ignore the views of parents or pupils, or disregard medical evidence. Pupils will not be penalised in attendance records for absences linked to their condition, and parents will not be expected to give up work to provide medical support in school. Children will not be excluded from trips or activities because of their condition.

## **Complaints**

Concerns about the support provided to pupils with medical conditions should first be raised with the school. If unresolved, complaints may be made under the school's Complaints Policy and, if necessary, escalated to the Department for Education.

## **Defibrillators**

The school has a Mediana HeartOn A15 automated external defibrillator (AED) located in the school office. Staff are trained in CPR, and all pupils and staff know its location. The device will always be used in conjunction with emergency services guidance.

## **Monitoring and Review**

This policy will be reviewed every two years by the governing board, the headteacher and the school nurse. Updates will be shared with staff, parents and stakeholders.