



Dundale Primary School & Nursery

'Belonging, Achieving, Flourishing'

Supporting Children with Medical Needs

Policy Review	
Review schedule	2 years
Date of Last Review	September 2026
Date of Next Review	September 2028

Dundale Primary School is committed to equality of opportunity for all pupils, staff, parents and carers. This policy has been written and reviewed with due regard to the Equalities Act 2010.

In accordance with statutory visibility requirements, this policy is actively published and easily accessible on the Dundale Primary School & Nursery website for all parents, staff, and external stakeholders to review.

The named members of school staff responsible for this Supporting Pupils Medical Needs Policy and its implementation are:

Name: Becky Ellis
Role: Headteacher

Name: Helen Hodgson
Role: Inclusion Leader

This policy should be read in conjunction with the Anaphylaxi and Allergy Policy & Nut Free Policy.

Rationale

At Dundale Primary School & Nursery, we aim to ensure the needs of children with medical conditions, both physical and mental, are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves. We want all our children to play a full and active role in school life, remain healthy and achieve their academic potential.

- Dundale Primary School is supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities as other pupils, as long as this is safe, and 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 will listen to the views of pupils and parents/carers/carers.
- Pupils and parents/carers/carers feel confident in the care they receive from this school and the level of that care meets their needs.
- 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 and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the Supporting Pupils with Medical Needs Policy.
- We understand that all children with the same medical condition will not have the same needs; our school will focus on the needs of each individual child.
- Dundale Primary School recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEND, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) code of practice.

Aims

The aim of this policy is to set out how this school will support pupils with medical conditions, both physical and mental, so that children with medical conditions can maintain the momentum of their studies and achieve their potential at school.

Procedures

At Dundale Primary School, the following procedures apply:

The Headteacher is responsible for ensuring that, whenever the school is notified that a pupil has a medical condition, s/he takes action to ensure:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual health care plans (IHCP) are monitored and reviewed when required
- transitional arrangements between schools are carried out
- the above measures are adjusted accordingly if the needs of the child change

Where children are joining Dundale Primary School at the start of a new academic year, these arrangements will be in place for the start of term. When a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school will have an individual health care plan (IHCP) which details the support that child needs. If the parents, healthcare professional and school agree that a health care plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the class folders, on the school network, in the medical needs folder (school office) and the child's individual record (school office).

Pictures of children with allergies are kept in the school kitchen and staff room with a description of emergency procedures.

A medical overview of **all** children with these and other significant needs are kept in:

- a. Medical Needs folders stored in the School Office;
- b. Individual class files, stored in teacher cupboards;
- c. Staff Room (KS2 Building));
- d. The Dundale Deers' Medical Needs folder.

Individual Health Care Plans (IHCP not to be confused with an Educational Health Care Plan) – see Appendices 2 and 3

The following information will be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate providing this is a school run event and not run by an external and/or paid provider.
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Local Authority (LA)

- promoting co-operation between relevant partners regarding supporting pupils with medical conditions;
- providing support, advice /guidance and training to schools and their staff to ensure Individual Health Care Plans (IHCP) are effectively delivered;
- working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education;

The Governing Body

- must oversee arrangements to support pupils with medical conditions and ensure this policy is developed and implemented;

- must ensure sufficient staff receive suitable training and are competent to support children with medical conditions;
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk;
- ensure that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential;
- School life' refers to all events, educational placements, and activities organised by or associated with the school. Where external and/or paid providers are used, the school retains its overarching duty of care under the Equality Act 2010. The school will make all reasonable adjustments, proactively engage in risk assessments with the external provider and parents, and ensure appropriate adjustments or staff support are deployed so that pupils with medical conditions are never arbitrarily excluded from any curricular or extra-curricular opportunity.

The Head Teacher and SENDCo will jointly:

- ensure all staff are aware of this policy and understand their role in its implementation;
- ensure all staff who need to know are informed of a child's condition;
- ensure enough staff are trained to implement the policy and deliver IHCPs, including in emergency and contingency situations, and they are appropriately insured;
- be responsible for the development of IHCPs;
- liaise with healthcare professionals regarding the training required for staff;
- contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse;
- ensure confidentiality and data protection.

School Staff:

- may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so;
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions;
- should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurses:

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school;
- will collaborate on developing an IHCP in anticipation of a child with a medical condition starting school;
- support staff to implement an IHCP and then participate in regular reviews of the IHCP. Giving advice and liaison on training needs;
- liaise locally with lead clinicians on appropriate support;

- assist the Headteacher in identifying training needs and providers of training.

Other healthcare professionals:

- should notify the school nurse when a child has been identified as having a medical condition that will require support at school;
- may provide advice on developing healthcare plans;
- may be able to provide support for specific conditions (e.g. asthma, diabetes) via local specialist teams.

Pupils:

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHCP.

Parents:

- must provide the school with sufficient and up-to-date information about their child's medical needs;
- ensure that any changes to medical information and/or medication is shared with the school as soon as possible
- are the key partners and should be involved in the development and review of their child's IHCP;
- must carry out any action they have agreed to as part of the IHCP implementation;
- must ensure any paperwork is signed and up to date with regards to the administering of medicines;
- must always be contactable;
- must ensure medication supplied is within its expiry date.

Training of staff

- Newly appointed teachers, long term supply or agency staff and support staff will receive training where relevant in medical conditions as part of their induction;
- No staff member is expected to administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition;
- School will keep a record of medical conditions supported and training undertaken, with a list of staff qualified to undertake responsibilities under this policy.

Medical conditions register /list

- School admissions' forms request information on pre-existing medical conditions and Bromcomis populated with this information;
- Parents must inform the administration team at any point in the school year if a condition develops or is diagnosed;
- Medical Needs overviews are updated at least annually and reviewed regularly by the Head Teacher and Inclusion Lead, assisted by the school administration

team. Each class team have an overview of the list for the pupils in their care, kept in the individual class folders, stored in the teachers' cupboard;

- Supply staff have access on a 'need to know' basis. Parents should be assured data sharing principles are adhered to;
- For pupils on the medical conditions list, end of year transition meetings take place in advance of transferring to enable parents, school and health professionals to prepare IHCP and train staff if appropriate.

All staff understand and are trained in what to do in an emergency for children with medical conditions at Dundale Primary School.

- All school staff are made aware of the medical conditions at Dundale Primary School and understand their duty of care to pupils in an emergency.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual health care plan (IHCP), which explains what help they need in an emergency. The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.
- Dundale Primary School makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. Where appropriate, 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.
- The school holds both emergency epi-pens and inhalers. Parents have given written permission for children with asthma to be able to use the emergency inhaler if needed.

All staff understand and are trained in the school's general emergency procedures.

- All staff are aware of the content of this policy, know what action to take in an emergency and receive updates at least annually.
- Annual training will be provided for common conditions e.g. asthma, allergies, epilepsy and diabetes.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.
- For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the Paediatric Diabetes Team will provide this level of training and education.

Dundale 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.

- We are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. We are also committed to an accessible physical environment for out-of-school activities.
- The school makes sure the needs of pupils 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 anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE, science lessons and assemblies / awareness days to raise awareness of medical conditions to help promote a positive environment.
- The school understands the importance of all pupils taking part in off-site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- The school understands that all relevant staff are 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.
- Dundale Primary School is a nut-free school. This policy can be found on the school website.

Dundale Primary School makes sure that the appropriate medication, equipment or food is available to children during physical activity and off-site visits.

- We make 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 understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- The school will not penalise pupils for their attendance if their absences relate to their medical condition.
- School staff will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Inclusion Lead who will liaise with the pupil (where appropriate), parent/carers and the pupil's healthcare professional.

- Pupils learn what to do in an emergency through the personal development curriculum.
- Trip leaders make sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. 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.

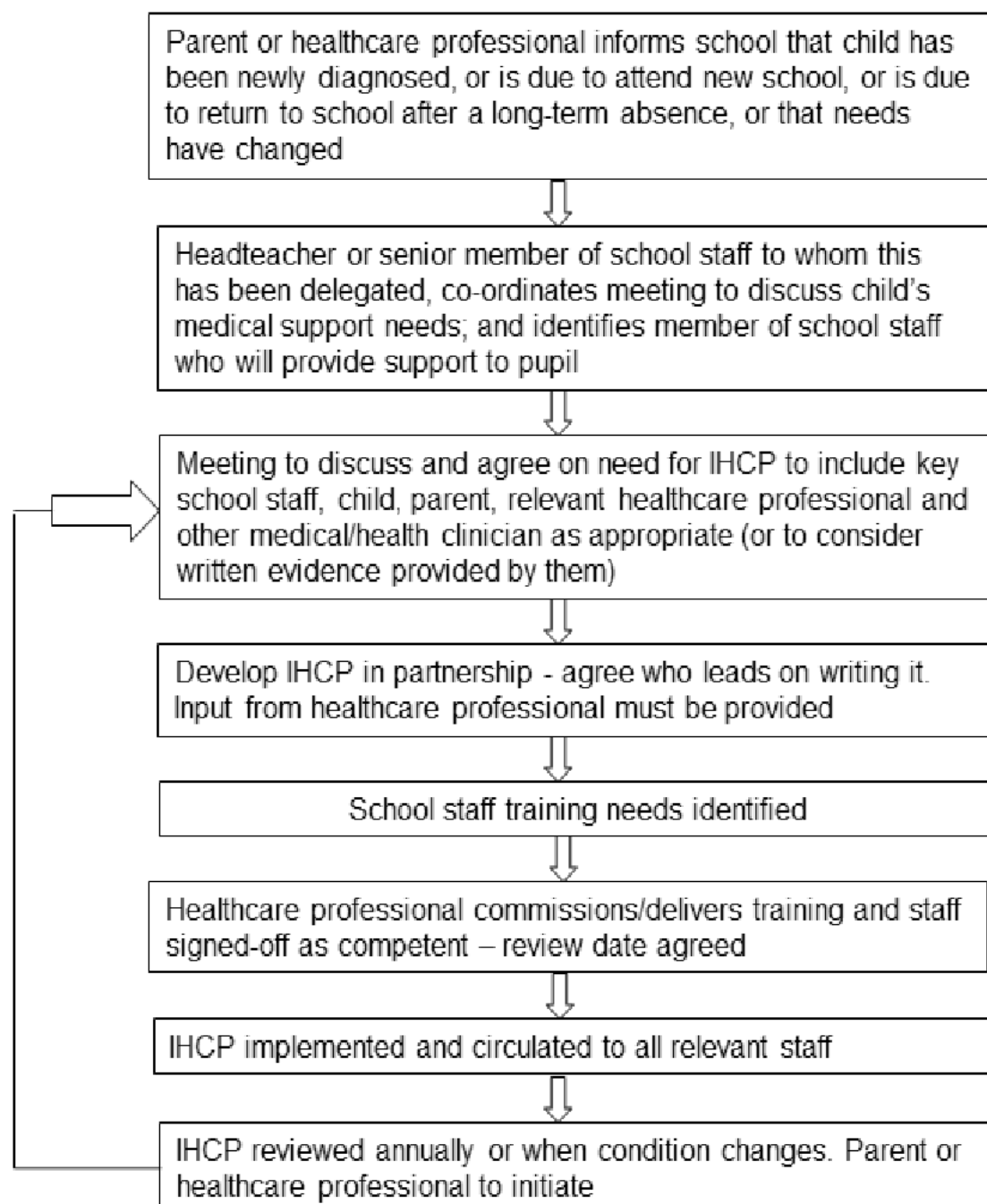
Dundale Primary School is aware of the common triggers that can make common medical conditions worse or can bring on/elicit an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

- School staff are 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.
- The IHCP 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. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- systemic vulnerabilities, re-evaluate staff training protocols, adjust individual healthcare plans (IHCPs), and update school policy to ensure continuous improvement in safety standards. The Senior Leadership Team (SLT) systematically logs, investigates, and reviews all medical emergencies, medication errors, and administration 'near-misses'. A 'near-miss' includes any scenario where an incorrect dose was prepared, medication was missed, or an allergen exposure risk occurred but was averted before harm was done.

The Supporting Pupils Medical Needs Policy is regularly reviewed, evaluated and updated.

- Pupils, parents/carers/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about this policy through clear communication channels.
- In evaluating the policy, Dundale Primary School considers feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.
- Should parents and pupils be dissatisfied with the support provided, they should discuss these concerns with the Headteacher.

Appendix 1 Model Process for developing Individual Health Care Plans



Appendix 2 Template for Individual Health Care Plan

Health Care Plan for a Pupil with Medical Needs

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 3 Asthma Forms

Medical Information - Asthma

(to be completed annually)

Child's Name		Date of Birth	
Address	Home Phone		
	Mobile		
	Work		
GP Address	GP Name		
	GP Phone		
When was your child diagnosed with Asthma?			
What triggers your child's asthma (if known)			
Is your child's asthma (<i>please tick</i>)	Mild <i>Uses reliever blue inhaler occasional</i>	Moderate <i>Uses preventer and occasional blue inhaler</i>	Severe <i>Uses preventer, regular reliever and other medication</i>
How many times (if any) has your child attended the A&E department with an acute asthma attack of the last year?	Not attended	Once or more	How many times?
Who monitors your child's asthma (if under the hospital please give name)			
How often is your child seen by the hospital / GP / Practice Nurse	Only when they have an asthma attack	On a 3-6 monthly (or more frequent basis)	Annual Check Up by GP
What inhalers / medication has been prescribed	Reliever (<i>please name</i>)	Preventer (<i>please name</i>)	Any other (<i>please name</i>)

Asthma Plan

Name

Class

Name of reliever inhaler

Frequency of use

Does your child need his/her reliever inhaler (please circle) YES NO
before PE/sport?

If yes how many puffs?

Does your child need any help to take their (please circle) YES NO
inhaler

Does your child have a clear understanding (please circle) YES NO
as to when he / she needs to use their
Inhaler

Does your child use a spacer when using (please circle) YES NO
their inhaler?

**In the event of my child displaying (please circle) YES NO
symptoms of asthma, and if their inhaler
is not available or is unusable, I consent
for my child to receive salbutamol from
an emergency inhaler held by the school
for such emergencies.**

Any additional instructions

Signed (parent)

Date

Review date

**Any inhalers should be in their original box from the prescription but must be clearly labelled
with your child's name and date of birth and remind you that it is parents'/carers'
responsibility to ensure that inhalers are in date and replaced as needed.**