

Medical Conditions Policy



Approved by: **The Governing Body** Date:

Next review due by:

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Person responsible for this policy & its implementation	Jacqueline Wilson (Headteacher) Designated Medical Conditions Lead
Review Frequency	Annually or when an incident is experienced, or sooner if guidance or circumstances change
Date approved	October 2026
Date of next review	October 2027
Purpose	To ensure pupils with medical conditions are safe, supported and included in school life, with appropriate arrangements for medication, healthcare needs, emergencies and participation.
Links with other policies	Allergy Policy Safeguarding First Aid Health and Safety SEND Attendance

1. Aims

Tooting Primary School is committed to ensuring that pupils with medical conditions receive appropriate support so that they can remain healthy, attend school regularly, participate fully in school life and achieve their educational potential.

Arrangements will be based on the individual needs of each pupil and will take account of medical advice, the pupil's views and the views of parents/carers.

The school recognises that medical conditions may be short-term or long-term and may include physical health conditions, conditions requiring emergency medication, disabilities and health needs affecting attendance or participation. Where a medical condition also constitutes a disability, the school will comply with its duties under the Equality Act 2010, including the duty to make reasonable adjustments.

Where a pupil has special educational needs and/or an EHC plan, medical provision will be coordinated with the pupil's SEND arrangements. The school will work with parents/carers, pupils, health professionals and other relevant agencies where this is necessary.

2. Legislation and guidance

This policy has regard to the following legislation and statutory guidance applicable in England, as current at October 2026:

- Children and Families Act 2014, including section 100 and the statutory duty to make arrangements for supporting pupils with medical conditions.
- Children's Wellbeing and Schools Act 2026, where applicable to the school's statutory arrangements.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Human Medicines Regulations 2012, as amended.
- Misuse of Drugs Act 1971 and Misuse of Drugs Regulations 2001.
- Education Act 1996 and relevant attendance legislation and guidance.
- Special educational needs and disability (SEND) Code of Practice: 0 to 25 years.
- DfE: Supporting pupils at school with medical conditions (statutory guidance; current published guidance remains in force pending the outcome of the 2026 update process).
- DfE: Allergy safety in schools (statutory guidance, July 2026).
- DfE: First aid in schools, early years and further education (updated February 2022).
- Department of Health and Social Care: guidance on the use of adrenaline auto-injectors in schools.
- Food Standards Agency guidance on allergen information and prepacked for direct sale (PPDS) food, where relevant.

This policy should be read alongside the school's:

- First Aid arrangements / First Aid Policy
- Administration of Medicines / Medical Tracker procedures
- Allergy Safety Policy
- SEND Policy and Information Report
- Attendance Policy

- Safeguarding and Child Protection Policy
- Educational Visits / Trips Policy
- Health and Safety Policy

School Medical Consent Form

Intimate Care Policy

Complaints Policy

Equality, Diversity and Inclusion arrangements

3. Scope and Principles

The school's approach is based on the following principles:

- Medical needs are considered individually; pupils with the same diagnosis may have different needs.
- Support will be proportionate to the pupil's needs and informed by appropriate medical advice.
- Parents/carers and pupils will be involved in decisions about support wherever appropriate.
- The school will not normally require a formal diagnosis before considering appropriate interim support where sufficient information is available to identify a medical need or risk. Arrangements will be reviewed when further clinical information becomes available.
- Staff who support pupils with medical conditions will receive appropriate training and will not be expected to undertake procedures for which they are not trained or competent.
- Pupils will be encouraged to develop age-appropriate independence in managing their condition.
- Medical conditions will not be used as a reason to unnecessarily restrict access to lessons, PE, playtimes, clubs, trips, residential visits or other school opportunities.
- Confidentiality will be respected while ensuring that staff who need information to keep a pupil safe have access to it.
- Emergency arrangements will be clear, accessible and practised where appropriate.

4. Roles and Responsibilities

4.1 Governing Body

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure the policy is reviewed regularly and is accessible to parents/carers and staff.
- Provide appropriate oversight of compliance and effectiveness.

4.2 Headteacher

- Has overall responsibility for implementing this policy.
- Ensures sufficient staff are trained and available to support pupils, including during staff absence and emergencies.
- Ensures IHPs are developed and reviewed where required.
- Ensures appropriate liaison with parents/carers, health professionals and other agencies.
- Ensures reasonable adjustments are considered so pupils can access school life.
- Ensures medication and emergency equipment are stored, accessible and recorded appropriately.
- Ensures incidents, near misses and concerns are reviewed and acted upon.

4.3 Designated Medical Conditions Lead

- Maintains oversight of the school's medical conditions register and IHP review dates.
- Coordinates staff training and records competence.
- Checks medication storage, expiry dates and emergency equipment at agreed intervals.
- Supports staff to access relevant IHPs and emergency plans.

- Coordinates communication with families and health professionals, as delegated by the Headteacher.
- Supports preparation for trips and residential visits.
- Monitors medication storage and expiry dates and ensure appropriate arrangements are in place for safe disposal or return of medication.
- Maintains oversight of medical records held on Medical Tracker, including medication administration, incidents, refusals and near misses, and ensure records are completed as soon as possible after an event.

4.4 SENCO

- Coordinates medical needs with SEND provision where relevant.
- Ensures medical needs are considered when assessing reasonable adjustments and access arrangements.
- Works with families and external professionals where medical needs interact with learning, communication, behaviour, attendance or inclusion.

4.5 School staff

- Follow this policy and the pupil's IHP/emergency plan.
- Respond promptly to a pupil who becomes unwell or requires their medication.
- Maintain confidentiality and share information only on a need-to-know basis.
- Only administer medicines or undertake healthcare procedures where appropriately trained, authorised and willing.
- Report administration, refusal, error, incident or near miss in accordance with school procedures.

4.6 Parents/carers

- Notify the school promptly of relevant medical conditions and changes in treatment.
- Provide accurate, current information, medication and equipment required by the agreed plan.
- Participate in the development and review of IHPs.
- Ensure medicines supplied to school are in date, labelled and accompanied by appropriate instructions/consent.
- Remain contactable and provide emergency contact details.

4.7 Pupils

- Participate in decisions about their support where appropriate to age and understanding.
- Develop independence in managing their condition where safe and appropriate.
- Tell a trusted adult when they feel unwell or need their medication.
- Treat other pupils' medical needs with respect.

4.8 School nursing and health professionals

- The school will work with the school nursing service and other relevant health professionals, including GPs, paediatricians, specialist nurses, therapists and community health teams, where necessary to support pupils with medical conditions. Health professionals provide clinical advice and treatment recommendations; the school is responsible for implementing agreed educational and care arrangements within its competence.
- School nursing services may advise on appropriate support, provide liaison with outside agencies and support the development and review of Individual Healthcare Plans where appropriate

4.9 Staff medical conditions and medication

- Staff are not required to disclose personal medical information unless this is necessary to support their health, safety or ability to respond safely to pupils' medical needs. Staff are encouraged to inform their line manager of any medical condition or disability that may require workplace adjustments or emergency assistance.
- The school does not routinely hold or administer medication belonging to staff. Staff who carry medication must ensure it is stored securely and inaccessible to pupils. Where a staff member has a medical condition that may require emergency support at work, appropriate arrangements should be agreed with their line manager, HR or Occupational Health as appropriate.

4.10 Wraparound care and evening events

- Arrangements will be in place to ensure that pupils' medical needs continue to be supported during breakfast clubs, after-school clubs, evening events, residential activities and other school-led provision outside the normal school day. Relevant IHPs, emergency medication and medication records must be accessible to appropriately trained staff.
- The school will work with the school nursing service and other relevant health professionals, including GPs, paediatricians, specialist nurses, therapists and community health teams, where necessary to support pupils with medical conditions. Health professionals provide clinical advice and treatment recommendations; the school is responsible for implementing agreed educational and care arrangements within its competence.

5. Admissions and notification of medical conditions

No pupil will be refused admission or prevented from taking up a place because arrangements for their medical condition have not yet been made. The school will work promptly with the family and relevant professionals to establish safe arrangements.

When the school is notified of a medical condition requiring support, the school will:

1. Gather information from the parent/carer and, where appropriate, the pupil.
2. Identify whether an IHP is required and what immediate arrangements are needed.
3. Seek advice from the relevant health professional where the condition or support requirement is unclear.
4. Identify trained staff, medication/equipment and emergency arrangements.
5. Ensure relevant staff are informed on a need-to-know basis.
6. Put arrangements in place as quickly as reasonably practicable and review them when further medical information becomes available.

For pupils joining in September, information will be sought from the previous setting where appropriate. For pupils joining mid-year or receiving a new diagnosis, the school will prioritise prompt assessment and implementation of support rather than waiting unnecessarily for routine review cycles.

5.1 Medical Tracker

Medical Tracker is the school's central system for recording and managing pupils' medical information and medication administration. All medical information, consent forms, Individual Healthcare Plans, medication administration, refusals, omissions, errors, incidents, near misses and relevant communications must be recorded or uploaded to Medical Tracker as soon as reasonably practicable and, where possible, on the same day.

The Designated Medical Conditions Lead will regularly check the quality and completeness of information held on Medical Tracker and ensure that:

- data held is accurate and up to date;

- medication held on site corresponds with the current medication record and, where applicable, the pupil's IHP;
- current parental consents, including the School Medical Consent Form (Annex C), are uploaded;
- current IHPs and relevant healthcare plans are accessible to staff who need them;
- medication administration, refusals, omissions, errors, adverse reactions, incidents and near misses are recorded promptly;
- relevant supporting documents and investigation records are uploaded and clearly labelled for future reference;
- changes to medication or medical needs are reflected promptly in the pupil's record.

Relevant medical information, IHPs, emergency plans and medication arrangements will be considered as part of transition between classes, phases, settings and schools. Receiving staff will be given the information needed to support the pupil safely before the transition takes place

6. Individual Healthcare Plans (IHPs)

An IHP is a written agreement that clarifies how a pupil's medical condition will be supported in school. Not every pupil with a medical condition will require an IHP. The decision will be based on the individual pupil's needs and the complexity of the support required.

An IHP will normally include:

- The pupil's medical condition and relevant symptoms/signs.
- Triggers, warning signs and preventative measures.
- Medication: name, dose, route, timing, storage and relevant precautions.
- Other treatment or healthcare procedures required in school.
- Equipment and access arrangements.
- Food, drink, hydration or toileting requirements where relevant.
- Educational, social and emotional support needs.
- Arrangements for self-management and developing independence.
- Who will provide support and the training/competence required.
- Cover arrangements for absence of trained staff.
- Emergency action, including when to call 999.
- Who needs to know and how information will be shared confidentially.
- Arrangements for trips, PE, clubs, residential visits and other activities.
- Review date and circumstances requiring an earlier review.

IHPs will be reviewed at least annually and sooner where the pupil's condition, treatment, medication, school circumstances or needs change. Where a pupil has an emergency healthcare plan prepared by a clinician, this will inform the IHP.

7. Staff training, competence and cover

- Staff will not be required to administer medicines or undertake healthcare procedures unless they have agreed to do so and have received appropriate training.
- First aid training alone does not automatically qualify a member of staff to administer a particular medicine or perform a healthcare procedure.
- Training will be specific to the condition, medicine or procedure where appropriate.
- Training may be delivered by an appropriately qualified health professional, training provider or other competent person.
- Parents/carers may provide useful information about a child's routine, but will not normally be the sole source of training for staff carrying out clinical procedures.

- Training records will identify the staff member, training undertaken, date, trainer/provider and review or refresher date where applicable.
- Cover arrangements will be identified in IHPs so that a pupil is not left without necessary support because a named member of staff is absent.
- Supply staff will be made aware of relevant emergency arrangements and the location/access arrangements for essential medication, while maintaining confidentiality.

8. Managing medicines

Medicines will only be administered by school staff where the school has agreed to do so and where not administering the medicine would be detrimental to the pupil's health or attendance, or where an emergency plan requires administration.

8.1 Consent and supply

- Written parental/carers consent will normally be obtained before school staff administer medicine to a pupil.
- The school's School Medical Consent Form is [Appendix 1](#). Where parental/carers consent is required for medication to be administered in school, the completed School Medical Consent Form must be held with the pupil's medical records and reflected in the pupil's Individual Healthcare Plan where applicable.
- Medicines must be in date, clearly labelled, in the original dispensing/retail container where applicable, and accompanied by clear instructions.
- The label must identify the pupil and state the medicine, dose and relevant directions.
- Changes to medication will require updated instructions and, where necessary, an updated consent form and IHP.
- School staff will not alter doses or make clinical decisions about medication.

8.2 Storage and access

- Medicines will be stored securely and in accordance with the manufacturer's instructions.
- Emergency medicines must be readily accessible and must not be locked away in a location that would delay emergency treatment.
- Where refrigeration is required, the medicine will be stored in a secure, clearly designated area and access will be maintained.
- Pupils who are able to self-manage may carry their own medication where this has been agreed in their IHP/risk assessment.
- Medication taken on trips and residential visits will be checked before departure and remain accessible throughout the activity.

8.3 Administration

1. Check the pupil, medicine, dose, route, timing and expiry date.
2. Check the medication consent/IHP and any relevant instructions.
3. Check when the previous dose was given where this is relevant.
4. Administer only within the agreed instructions.
5. Record what was given, when, the dose and who administered it and who the second adult in attendance was.
6. Record any refusal, error, adverse reaction or concern and inform the appropriate person/parent as required.
7. All medication administration records and related medical records must be entered on Medical Tracker as soon as possible after the event and, where practicable, on the same day. This includes

doses administered, missed or refused medication, medication errors, adverse reactions, incidents and near misses. Medical Tracker is the school's primary electronic record for these events.

8.4 Non-prescription medicines

Tooting Primary School will consider requests to administer non-prescription medicines on an individual basis. The school will not routinely give non-prescription medicines from a general stock to pupils. Where administration is agreed, the medicine must be suitable for the individual pupil, supplied in the original packaging, in date, with clear dosage instructions and with appropriate parental consent. Staff will follow the product instructions and any specific clinical advice. Aspirin will not be administered to a child under 16 unless prescribed by a doctor

8.5 Paracetamol

Where a parent/carer requests administration of paracetamol, the school will only do so where the medicine has been supplied specifically for the pupil, appropriate consent is in place and the dose can be safely verified from the product instructions or clinical prescription. The school will establish when the pupil last received paracetamol where this is relevant to safe administration. Staff will not exceed the stated dose or frequency and will not administer combination products unless specifically authorised.

8.6 Recording medication administration and incidents

A written record must be made whenever medication is administered, refused, omitted, delayed, given incorrectly or associated with an adverse reaction. All such records must be entered on Medical Tracker as soon as possible and, where practicable, on the same day. The record should state what happened, the medication involved, the dose where relevant, the date and time, the member of staff involved and any action taken

8.7 Out-of-date or no longer required medication

Medication that is out of date or no longer required should be returned to the parent/carer for safe disposal. Parents/carers should be asked to collect medication promptly. Medication not collected within one month should be returned to the appropriate pharmacy for safe disposal in accordance with the school's procedures. Medication should not be disposed of in general rubbish. Sharps must be disposed of using an appropriate sharps container.

8.8 Stock medication

The school will not routinely hold general stock medication for pupils. Medication will normally only be administered when it has been supplied for an individual pupil with appropriate consent and instructions. Where the school is authorised and equipped to hold emergency medicines, these will be managed in accordance with the relevant statutory guidance and school procedures.

8.9 Short-term, non-prescribed and over-the-counter medication

Where medication or treatment is required for a short-term condition, the parent/carer must provide the medicine, clear instructions and the School Medical Consent Form (Annex C) where required. Non-prescription or over-the-counter medication must not be administered without appropriate parental consent and without checking the maximum dosage and when the previous dose was taken. All administration must be recorded on Medical Tracker.

8.10 Controlled medication

Controlled medication will be managed securely and only administered to the pupil for whom it is prescribed, in accordance with the prescription, consent and Individual Healthcare Plan where applicable. Administration must be by staff who are appropriately trained and authorised. Records of doses administered and any required controlled-drug records will be maintained in accordance with the

legal requirements for the particular medicine. All administration must also be recorded on Medical Tracker.

8.11 Complementary or alternative medicines

Complementary or alternative medicines will not normally be administered by school staff unless there is a clear clinical basis, appropriate professional advice, parental/carers consent and a safe procedure agreed by the school.

8.12 Intimate care

Pupils who require intimate care will be supported in accordance with the school's separate Intimate Care Policy. This includes arrangements for toileting, changing, personal hygiene, dressing and undressing and other health-related personal care. Staff will follow the agreed individual arrangements and maintain the pupil's dignity, privacy and safety. Any medication or healthcare procedure associated with intimate care must be recorded on Medical Tracker where applicable.

A pupil will not be forced to take medicine. If a pupil refuses or is unable to take medication, staff will follow the IHP/emergency plan and seek appropriate medical advice where necessary. Parents/carers will be informed and the incident recorded.

9. Asthma and emergency inhalers

- Pupils with asthma will be supported using their current School Asthma Card, where provided, alongside their Individual Healthcare Plan where one is required. The current School Asthma Card should be completed by the parent/carers and relevant healthcare professional as appropriate.
- Pupils with asthma will have access to their prescribed reliever inhaler and spacer where prescribed. The school will maintain appropriate emergency arrangements and an emergency salbutamol inhaler where the school has chosen to hold one and the legal requirements are met.
- Prescribed inhalers will be readily accessible and not unnecessarily restricted.
- An asthma register will be maintained where appropriate.
- Relevant staff will know how to recognise signs of an asthma attack and what to do in an emergency.
- Emergency inhalers will be checked regularly for expiry, integrity and availability.
- Use of an emergency inhaler will be recorded and parents/carers informed in accordance with the school's asthma procedure.
- Where a pupil's symptoms do not improve, or the situation is severe, emergency services will be contacted.

10. Allergies and anaphylaxis

Tooting Primary School has a separate, up-to-date Allergy Policy which sets out the detailed arrangements for allergy prevention, management of allergic reactions and anaphylaxis, adrenaline auto-injectors, staff training, emergency response, communication and food/allergen safety. This Medical Conditions Policy should be read alongside the Allergy Policy. Where a pupil with an allergy has an Individual Healthcare Plan or allergy action plan, staff must follow the pupil-specific arrangements as well as the Allergy Policy. Allergy-related incidents and near misses must be recorded on Medical Tracker as soon as possible.

11. Record keeping, confidentiality and information sharing

The school will maintain accurate records of medical support. Records will be kept securely and accessed only by those who need the information to support the pupil safely.

Medical Tracker is the school's primary system for recording medical administration, medical incidents and related events. Staff must ensure records are entered as soon as possible after the event and should not rely on informal notes as the permanent record.

- Individual Healthcare Plans and emergency healthcare plans.
- Parental consent (Annex C – School Medical Consent Form) and medication administration records on Medical Tracker.
- Records of staff training and competence.
- Checks of emergency medication and equipment.
- Records of medication errors, refusals, incidents and near misses.
- Relevant communications with parents/carers and health professionals.
- Medical conditions register and allergy register where appropriate.

Information will be shared on a need-to-know basis to protect the pupil's health and safety. Staff who supervise a pupil during lessons, play, lunch, trips or other activities will receive the information they need to respond safely. Confidential medical information will not be displayed publicly.

The school must keep a record of all communication relating to a pupil's medical condition, including contact with parents/carers, specialist health care teams and notifications about changes in medical care, medication or provision made. Records maintained in Medical Tracker must accurately reflect the pupil's current medical needs and arrangements.

11.1 Record keeping

- Relevant investigations or supporting information are uploaded to Medical Tracker where required for future reference.
- Uploaded documentation is clearly labelled so that it can be located quickly, for example 'Care Plan', 'Consent' or 'Hospital Letter'.
- Accident or incident information is recorded accurately and completely, with appropriate consideration given to the potential clinical, safeguarding or legal implications of an incident.
- Medication administration, refusals, omissions, errors, adverse reactions, incidents and near misses are recorded on Medical Tracker as soon as possible and, where practicable, on the same day.
- Parental consents, including the School Medical Consent Form (Annex C), are uploaded to Medical Tracker where appropriate.
- Individual Healthcare Plans and relevant care plans are available to staff who need them.
- Medication held on site corresponds to what is recorded in the medication section and, where applicable, the pupil's Individual Healthcare Plan.
- Data held is accurate and up to date.

Medical Tracker is the school's primary system for recording and monitoring medical needs, medication administration and related incidents. The school will regularly check the quality of data entered into Medical Tracker and address missing, inaccurate or outdated information promptly.

11.2 Medical Tracker

Medical records will be retained in accordance with the school/Trust Records Management and Retention Policy and applicable data-protection requirements. The school will not retain medical records for longer than required by the approved retention schedule.

11.3 Retention of medical records

To protect pupils' personal and medical information, medical information must not be openly displayed in staff rooms, classrooms or other common areas. Where information needs to be immediately available to staff, it should be held securely in an appropriate location or system, such as Medical Tracker, and shared only with staff who need the information to keep the pupil safe.

12. Emergency procedures

The school's emergency response will be based on the pupil's IHP/emergency plan and normal emergency procedures.

Emergency treatment must not be delayed while staff attempt to locate paperwork, obtain parental consent or contact a parent/carer.

1. Recognise the emergency and remain with the pupil.
2. Follow the pupil's emergency plan and administer emergency medication where trained/authorised and indicated.
3. Call 999 where the plan or the circumstances require emergency medical assistance.
4. Send a colleague to obtain the emergency equipment/medication if it is not immediately available.
5. Do not leave an unwell or injured pupil alone unless doing so is necessary to summon emergency help.
6. Contact the parent/carer as soon as reasonably practicable, while not delaying emergency treatment.
7. Record the incident, treatment and outcome and complete any required incident/near-miss reporting.
8. Review the IHP and arrangements following a significant incident.

If a pupil requires transfer to hospital, a member of staff will remain with the pupil until a parent/carer or another appropriate responsible adult arrives, unless emergency professionals assume responsibility. School staff will not normally transport a pupil in their own vehicle where an ambulance is required.

13. Trips, residential visits, PE, sport and activities

- Pupils with medical conditions will be supported to participate in educational visits, residential visits, PE, sport, clubs and other activities wherever reasonably possible.
- The pupil's medical needs will be considered as part of the visit/activity risk assessment.
- Medication and emergency equipment will accompany the pupil and remain accessible whenever they are away from their usual location, including PE, playground activities, trips, residential visits, sporting fixtures, clubs and wraparound provision.
- At least one appropriately trained member of staff will be identified where the pupil's needs require this.
- Parents/carers and, where necessary, health professionals will be consulted about reasonable adjustments.
- Staff will check arrangements for transport, accommodation, catering, activities, supervision and emergency access.
- Residential visit arrangements will identify overnight medication and emergency cover.
- The school will not exclude a pupil from an activity solely because they have a medical condition unless there is clear evidence that participation cannot be made reasonably safe.

14. Attendance, reintegration and health-related absence

- The school will seek to support pupils with medical conditions to attend regularly. Medical appointments and condition-related absence will be considered sensitively and in accordance with attendance guidance.
- Medical needs will not automatically result in reduced timetables or exclusion from school activities.
- Where a pupil has a period of hospital, home or alternative education, the school will plan reintegration with the family and relevant agencies.
- Where health needs prevent a pupil from attending school, the school will work with the local authority and other relevant services in accordance with statutory arrangements for children unable to attend because of health needs.

- Attendance concerns will be considered alongside the pupil's medical needs and not simply treated as a behaviour or parental-responsibility issue.

15. Inclusion, SEND and reasonable adjustments

- The school will consider the interaction between medical needs, disability, SEND and access to learning. Reasonable adjustments may include changes to routines, seating, movement, breaks, access to food or drink, toileting, medication, PE participation, assessment conditions, equipment, transitions or supervision.
- Medical needs will be considered in curriculum planning and classroom routines where relevant.
- Staff will avoid assumptions about what a pupil can or cannot do.
- Support will promote independence and dignity.
- Medical needs will not be used to stigmatise or unnecessarily single out a pupil.
- Where medical needs affect learning or attendance, the SENCO and other relevant leaders will coordinate support.

16. Unacceptable practice

- The school expects staff to use their professional judgement and consider each pupil's needs individually. The following practices are not acceptable:
- Failing to record medication administration, refusals, errors, adverse reactions, incidents or near misses on Medical Tracker as soon as possible.
- Creating unnecessary barriers to a pupil participating in any aspect of school life, including educational visits, trips, sport, clubs and residential activities.
- Requiring parents/carers to attend school to administer medication or provide routine medical support where the school has agreed responsibility for providing that support.
- Preventing a pupil from eating, drinking, taking toilet breaks, resting or moving when these are necessary to manage their medical condition.
- Penalising a pupil because absence or reduced participation is related to their medical condition.
- Sending an unwell pupil to the medical room or school office unaccompanied, or with someone unsuitable to supervise them, where this would be unsafe.
- Ignoring the views of the pupil, parents/carers or relevant medical professionals.
- Treating every pupil with the same medical condition in the same way without considering individual needs.
- Preventing a pupil from accessing their medication as agreed in their Individual Healthcare Plan.

17. Complaints

Parents/carers or pupils who have concerns about medical support should raise them with the Headteacher or Designated Medical Conditions Lead in the first instance. Where a concern is not resolved, it may be pursued through the school's formal Complaints Policy.

18. Insurance and liability

School staff who administer medication or support pupils with medical conditions within agreed school procedures will be covered by the school/employer's applicable insurance arrangements, subject to the terms of those arrangements. Staff will be informed about relevant insurance arrangements and will not be expected to undertake clinical procedures for which they are not trained or competent.

19. Monitoring, review and quality assurance

The Headteacher and Designated Medical Conditions Lead will monitor implementation through:

- Annual review of the medical conditions register and IHPs.
- Checks of medicine expiry dates, storage and accessibility.
- Review of staff training and competence records.
- Review of medication administration records on Medical Tracker.

- Review of incidents, errors, refusals and near misses recorded on Medical Tracker.
 - Checks that trip and residential arrangements adequately reflect medical needs.
 - Feedback from pupils, parents/carers and staff.
 - Review of allergy safety arrangements at least annually, in line with statutory requirements.
- This policy will be reviewed at least annually and sooner if there are significant changes to legislation, statutory guidance, school arrangements, medical needs or following a serious incident.

Useful Contacts

Shine: <https://www.shinecharity.org.uk/>
 Sickie Cell Society: <https://www.sicklecellsociety.org/>
 Psoriasis Association: <https://www.psoriasis-association.org.uk/>
 National Eczema Society: <https://www.eczema.org/>
 MENCAP: <https://www.mencap.org.uk/>
 Hyperactive Children's Support Group: <https://www.hacsg.org.uk/>
 Health Education Trust: <https://healtheducationtrust.org/>
 Health and Safety Executive (HSE): <https://www.hse.gov.uk/>
 Epilepsy Action: <https://www.epilepsy.org.uk/>
 Epilepsy Society: <https://epilepsysociety.org.uk/>
 Disability Rights UK: <https://www.disabilityrightsuk.org/>
 Department of Health and Social Care: <https://www.gov.uk/government/organisations/department-of-health-and-social-care>
 Diabetes UK: <https://www.diabetes.org.uk/>
 Cystic Fibrosis Trust: <https://www.cysticfibrosis.org.uk/>
 Coeliac UK: <https://www.coeliac.org.uk/home/>
 Contact for families with disabled children: <https://contact.org.uk/>
 Cerebral Palsy: <https://www.cerebralpalsy.org.uk/>
 National Children's Bureau: <https://www.ncb.org.uk/>
 Asthma + Lung UK: <https://www.asthmaandlung.org.uk/>
 Anaphylaxis UK: <https://www.anaphylaxis.org.uk/>
 Allergy UK: <https://www.allergyuk.org/>

Appendix 1 – Parental Agreement for School to Administer Medication

Please complete the whole form and sign so the school can administer any required medication.

Please also note the following:

Medication will only be accepted into the school if:

1. Dispensed medication

- is in its original container/box/bottle with a pharmacy label and child's name
- pharmacy label confirms dosage, administration, and storage instructions
- parental agreement for the school to administer medicine is received

2. Non-dispensed medication

- is in its original container/box/bottle and clearly labelled with child's name
- dosage and frequency instructions
- parental agreement for the school to administer medicine is received

If more than two medicines are provided an additional form should be completed

Name of pupil		DOB	
Medical condition or illness			

MEDICATION 1

Name of medicine (as described on container)	
Date commenced	
Dosage, strength, and method of administration	
Frequency of dose / time to be given	
Special precautions	
Known side effects (please give details)	

MEDICATION 2

Name of medicine (as described on container)	
Date commenced	
Dosage, strength, and method of administration	
Frequency of dose / time to be given	
Special precautions	
Known side effects (please give details)	

Self-administration?

Yes / No (delete as appropriate)

Procedures to take in an emergency

Parent Contact Details:

Contact Information:

I can confirm that my child is taking no other medication other than what is listed above;

- I can confirm that if my child is taking more than one medication that these medications do not adversely interact with each other;
- I understand that I must deliver the medicines safely to the school.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to appropriately trained school staff administering medicine in accordance with the Medical Conditions Policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Parent/carer signature

Print Name

Date

Please return this completed form with the medication to the school office