



**AL AMEEN**  
PRIMARY SCHOOL



# SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

**Approved by:** Mohammed Rahman (Head Teacher)

**Date effective from:** September 2026

**Next review due by:** September 2028

**Signed:** M A Rahman

IN THE FOOTSTEPS OF  
MUHAMMAD

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## 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how Al-Ameen will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- The school meets its statutory duties under Section 100 of the Children and Families Act 2014

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions where appropriate
- Ensuring cover arrangements so someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Mohammed Rahman (Headteacher).

## 2. Legislation and Statutory Responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at school with medical conditions.

It also complies with the Equality Act 2010, ensuring that no pupil is discriminated against because of their health or medical condition.

It is based on the DfE's statutory guidance: Supporting Pupils at School with Medical Conditions.

This policy meets Part 3 of the Education (Independent School Standards) Regulations 2014 (updated), which require independent schools to safeguard and promote the welfare, health and safety of pupils.

## 3. Roles and Responsibilities

### 3.1 The Governing Board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. It will ensure that sufficient staff receive suitable training and are competent before taking responsibility for supporting children with medical conditions.

### 3.2 The Headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure a sufficient number of trained staff are available to implement this policy including in emergency situations
- Ensure all relevant staff know about a child's condition
- Take overall responsibility for the development of IHPs
- Make sure school staff are appropriately insured and aware they are insured to support pupils
- Contact the school nursing service for any pupil with a medical condition requiring support not yet brought to the attention of the school nurse
- Ensure systems are in place for obtaining and updating information about children's medical needs
- Ensure all staff providing medical support are covered under the school's indemnity arrangements

### 3.3 Staff

Supporting pupils with medical conditions is not the sole responsibility of one person. Any member of staff may be asked to provide support, though they will not be required to do so. This includes administration of medicines.

Staff who take on this responsibility will receive sufficient and suitable training and will achieve the necessary level of competency before doing so. Teachers will take account of the needs of pupils with medical conditions. All staff will know what to do when a pupil with a medical condition needs help.

### 3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP
- Carry out any agreed actions as part of the IHP, e.g. provide medicines and equipment, and ensure they or a nominated adult are contactable at all times

### 3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute to the development of their IHPs. They are also expected to comply with their IHPs.

### 3.6 School Nurses and Healthcare Professionals

Parents are to ensure that healthcare professionals notify the school when a pupil has been identified as having a medical condition requiring support, wherever possible before the pupil starts

school. Healthcare professionals such as GPs and paediatricians will liaise with the school and may advise on developing IHPs.

## 4. Equal Opportunities

The school actively supports pupils with medical conditions to participate in school trips, visits and sporting activities. We will not prevent them from doing so.

Reasonable adjustments will be considered to enable these pupils to participate fully and safely. Risk assessments will be carried out for school trips and activities, in consultation with pupils, parents and relevant healthcare professionals.

The school recognises that pupils' medical needs may intersect with religious observance or cultural requirements. Reasonable adjustments will always be made to support inclusion and dignity.

## 5. Being Notified That a Child Has a Medical Condition

When the school is notified that a pupil has a medical condition, the following process will be followed to determine whether an IHP is required:

| Step | Action                                                                                                                                                                                               |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | The headteacher or designated lead is informed — by the parent, healthcare professional, or referral from staff.                                                                                     |
| 2    | The school assesses whether the pupil requires an Individual Healthcare Plan (IHP), in consultation with parents and, where relevant, a healthcare professional.                                     |
| 3    | Where an IHP is agreed, the school will develop it in partnership with parents and the relevant healthcare professional within 2 weeks, or before the beginning of the relevant term for new pupils. |
| 4    | Where an IHP is not required, the school records the decision and the rationale, and ensures relevant staff are still informed of any adjustments needed.                                            |
| 5    | All IHPs are reviewed at least annually, or earlier if the pupil's needs change.                                                                                                                     |

## 6. Individual Healthcare Plans (IHPs)

The headteacher has overall responsibility for the development of IHPs. Plans will be reviewed at least annually or whenever there is evidence of a change in needs.

Not all pupils with a medical condition will require an IHP. Where there is no consensus on whether one is needed, the headteacher makes the final decision based on evidence.

Where a child has an Education, Health and Care (EHC) plan, the IHP will be linked to or form part of that plan.

IHPs will set out:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs including medication (dose, side effects, storage), time, facilities, equipment, access to food and drink, dietary requirements and environmental needs
- Specific support for educational, social and emotional needs including management of absences
- Level of support needed including in emergencies; if self-managing, appropriate monitoring arrangements
- Who will provide support, their training needs, and cover arrangements
- Who in school needs to be aware of the condition and the support required
- Written permission from parents and the headteacher for medication to be administered by staff or self-administered
- Arrangements for school trips and out-of-timetable activities
- Confidentiality arrangements agreed with parents and pupil
- What to do in an emergency, including who to contact

## 7. Managing Medicines

Prescription and non-prescription medicines will only be administered at school where it would be detrimental to the pupil's health or attendance not to do so, and where written parental consent has been obtained. A record will be kept of all medicines administered, including dosage, time, and the signature of the administering staff member.

The only exception is where medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone administering medication will first check maximum dosages and when the previous dose was taken. Parents will always be informed.

The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by the pharmacist, and include instructions for administration, dosage and storage. The school will accept insulin inside an insulin pen or pump rather than its original container, provided it is in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will be readily accessible and never locked away.

Medicines will be returned to parents for safe disposal when no longer required.

## 7.1 Controlled Drugs

Controlled drugs are prescription medicines controlled under the Misuse of Drugs Regulations 2001. A pupil prescribed a controlled drug may carry it if competent to do so, but must not pass it to another pupil. All other controlled drugs are kept in a secure cupboard in the school office; only named staff have access. Controlled drugs will be accessible in an emergency and a record of doses used and amounts held will be maintained.

## 7.2 Pupils Managing Their Own Needs

Pupils who are competent will be encouraged to manage their own medicines and procedures, reflected in their IHP. Pupils will be allowed to carry their own medicines and devices wherever possible. Staff will not force a pupil to take medicine or carry out a procedure if they refuse, but will follow the agreed IHP procedure and inform parents. Emergency medication such as inhalers and EpiPens will always accompany the pupil on trips.

## 7.3 Unacceptable Practice

It is not acceptable to:

- Prevent pupils from easily accessing inhalers and medication and administering them when necessary
- Assume every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents, or ignore medical evidence
- Send pupils with medical conditions home frequently for medical reasons unless specified in their IHP
- Send an ill pupil to the medical room or office unaccompanied or with someone unsuitable
- Penalise pupils for attendance related to their medical condition, including hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks needed to manage their condition
- Require parents to attend school to administer medication — no parent should have to leave work because the school fails to support their child's medical needs
- Prevent pupils from participating in school trips or other activities, e.g. by requiring parents to accompany them
- Administer, or ask pupils to administer, medicine in school toilets

## 8. Allergies, Anaphylaxis and Safer Eating

*This section reflects the new EYFS Statutory Framework (September 2025) safer eating requirements and the DfE/EYFS guidance on allergies and anaphylaxis.*

### 8.1 Allergy Awareness

The school maintains an up-to-date register of all pupils with known allergies. This information is shared with all relevant staff, including lunchtime supervisors, classroom teachers and cover staff.

## 8.2 Anaphylaxis

Where a pupil has a diagnosed risk of anaphylaxis, an individual allergy action plan will be developed in addition to their IHP. This will specify:

- The allergens to which the pupil is sensitive
- Symptoms to look out for
- When and how to administer an adrenaline auto-injector (e.g. EpiPen or Jext)
- When to call 999

Relevant staff will be trained in the use of adrenaline auto-injectors. Auto-injectors will be stored in an accessible location known to all relevant staff and must accompany the pupil on all school trips.

## 8.3 Safer Eating (EYFS)

In line with the EYFS Statutory Framework (September 2025):

- A staff member with a valid PFA certificate will be present at all mealtimes for Early Years pupils
- Cross-contamination risks will be actively managed at mealtimes
- The school will follow DfE EYFS nutrition guidance in relation to food provision
- Pupils with dietary requirements (including religious, cultural and medical) will be individually catered for

## 9. Emergency Procedures

Staff will follow the school's normal emergency procedures (e.g. calling 999). All IHPs will clearly set out what constitutes an emergency and what actions to take.

If a pupil needs to be taken to hospital, staff will stay with the pupil until a parent arrives, or accompany the pupil to hospital by ambulance if necessary.

Details of trained first aiders and emergency contacts are displayed prominently throughout the school and reviewed regularly. All IHPs are stored in a readily accessible location known to all relevant staff.

## 10. Training

Staff responsible for supporting pupils with medical conditions will receive suitable and sufficient training. Training needs will be identified during the development or review of IHPs.

Healthcare professionals will identify the type and level of training required and agree this with the headteacher. Training will be kept up to date and will:

- Ensure staff are competent and confident in supporting the pupils
- Fulfil IHP requirements
- Give staff an understanding of specific conditions, their implications and preventive measures

Healthcare professionals will confirm staff proficiency in any medical procedure or in giving medication.

All staff will receive awareness training on this policy during induction and at annual updates. All training records will be reviewed annually by the headteacher.

## **11. Record Keeping**

Written records will be kept of all medicines administered to pupils for as long as the pupil remains at the school. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place known to all relevant staff.

All medical information and IHPs are handled in accordance with UK GDPR and the school's Data Protection Policy. Confidentiality will be maintained while ensuring relevant staff have the information they need.

## **12. Liability and Indemnity**

The governing board will ensure that appropriate insurance is in place that reflects the school's level of risk. Staff administering medicines are covered under the school's insurance policy. The headteacher will confirm this with the school's insurer annually.

## **13. Complaints**

Parents with a complaint about their child's medical condition support should raise it with the headteacher in the first instance. If unresolved, they will be directed to the school's Complaints Policy.

## **14. Monitoring Arrangements**

This policy will be reviewed and approved by the governing board every two years, or sooner following a significant change in legislation, guidance, or school circumstances. The headteacher is responsible for day-to-day monitoring of the policy's implementation.

## **15. Links to Other Policies**

- Accessibility Plan
- Complaints Policy
- Equality Information and Objectives
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs Information Report and Policy

- Mental Health and Wellbeing Policy
- EYFS Policy
- Data Protection Policy