SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY 2026

Date Issued:	**March 2026**
Prepared by:	**Deputy Head Teacher**
Review date:	**March 2028**
Date Adopted by Governing Body:	**November 2020**

The named member of school staff responsible for this medical conditions policy and its implementation is:
NAME: Mrs Helen Gregory **ROLE:** Head Teacher

DfE guidance
Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.
Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.
Details should include:
• who is responsible for ensuring that sufficient staff are suitably trained;
• a commitment that all relevant staff will be made aware of the child's condition;
• cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
• briefing for supply teachers;
• risk assessments for school visits, holidays, and other school activities outside of the normal timetable;
• monitoring of individual healthcare plans.

Durham Lane Primary School is an inclusive community that supports and welcomes pupils with medical conditions.
• Our school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school-based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in Durham Lane Primary School because arrangements for their medical condition have not been made.
• Our school will listen to the views of pupils and parents/carers.
• Pupils and parents/carers feel confident in the care they receive from our school and the level of that care meets their needs.
• Staff understand the medical conditions of pupils at Durham Lane 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 understands and supports the medical conditions policy.
• Durham Lane Primary School understands 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.
• The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. 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, our school complies with its 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 SEN, this policy should be read in conjunction with the
Special educational needs and disability (SEND) code of practice.

Durham Lane Primary School's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.
• Stakeholders include pupils, parent/carers, school nurse, school staff, governors, and relevant local health specialist services.

The medical conditions policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation.
• Pupils, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels and a copy of the policy is included on our website.

All staff understand and are trained in what to do in an emergency for children with medical conditions at Durham Lane Primary School.
• All school staff, including temporary or supply staff, are aware of the medical conditions at our school and understand their duty of care to pupils in an emergency.
• All staff receive training on what to do in an emergency and this is refreshed at least once a year.
• 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 healthcare plan (IHCP)[1], 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.
• Our 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. 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.
• Our school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained (see appendix 3 for further information as well as the relevant proformas).

All staff understand and are trained in the school's general emergency procedures.
•All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes[2] whenever we have children in school with these conditions.
•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. In an emergency, staff will take the pupil to hospital in their own car, accompanied by another adult and with the permission of the Head Teacher, Deputy Head Teacher or another member of the Leadership Team.

[1] An example template for an IHP has been produced by Dfe - see template A.
https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3
[2] 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.

Durham Lane Primary School has clear guidance on providing care and support and administering medication at school. (See also Administration of Medication Policy for specifics).
•Our school understands the importance of medication being taken and care received as detailed in the pupil's IHCP.
• Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
•Our school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. Our school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies, wherever possible. Durham Lane Primary School's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
•Our school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent.
•When administering medication, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.
•Our school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
•Parents/carers at this school understand that they should let the school know immediately if their child's needs change.
•If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

Durham Lane Primary School has clear guidance on the storage of medication and equipment at school.
•This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers are readily available wherever the child is in the school (and on off-site activities) and are not locked away.
•Pupils know exactly where to access their inhalers. Inhalers will be taken outside when pupils are taking part in PE lessons and on all off-site visits. Teachers and lunchtime supervisors know where inhalers are at playtimes and lunchtimes.
•Pupils are not permitted to carry any medication. Our school will store controlled medication securely in a locked container, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had training. The amount of controlled drug taken from the parent is recorded as well as the amount of drug given to the child.
•Our school will make sure that all medication is stored safely. Under no circumstances will medication be stored in first aid boxes.
•Our school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
•Teachers must ensure that parents/carers collect all medications/equipment at the end of the school term and that parents/carers provide new and in-date medication at the start of each term.
•Our school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Durham Lane Primary School has clear guidance about record keeping.

•As part of the school's admissions process and annual data collection exercise, parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.

•Our school uses an IHCP to record the support an individual pupil needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN, but does not have a statement or EHC plan, their special educational needs are mentioned in their IHCP. Appendix 1 is used to identify and agree the support a child needs and the development of an IHCP.

•Our school has a centralised register of IHCPs, and an identified member of staff has the responsibility for this register.

•IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change.

•The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP. Other school staff are made aware of and have access to the IHCP for the pupils in their care.

•Our school makes sure that the pupil's confidentiality is protected.

•Our school seeks permission from parents/carers before sharing any medical information with any other party.

•Our school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Durham Lane 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.

•Our school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Our school is also committed to an accessible physical environment for out-of-school activities.

•Our 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 and science lessons to raise awareness of medical conditions to help promote a positive environment.

•Our 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 that 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.

•Our 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.

Durham Lane Primary School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

•Our school makes 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.

•Our school will not penalise pupils for their attendance if their absences relate to their medical condition.

•Our school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.

•Pupils at our school learn what to do in an emergency.

•Our school makes sure that a risk assessment is carried out before any out-of-school visit. 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.

Durham Lane Primary School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks as recorded in IHCP.

•Our school is 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 (on IHCP).

•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 all pupils, including those with medical needs.

•Our school reviews all medical emergencies and incidents to see how they could have been avoided and changes school policy according to these reviews.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

• Durham Lane Primary School works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

•Key roles and responsibilities are outlined in Appendix 2.

The medical conditions policy is regularly reviewed, evaluated and updated.

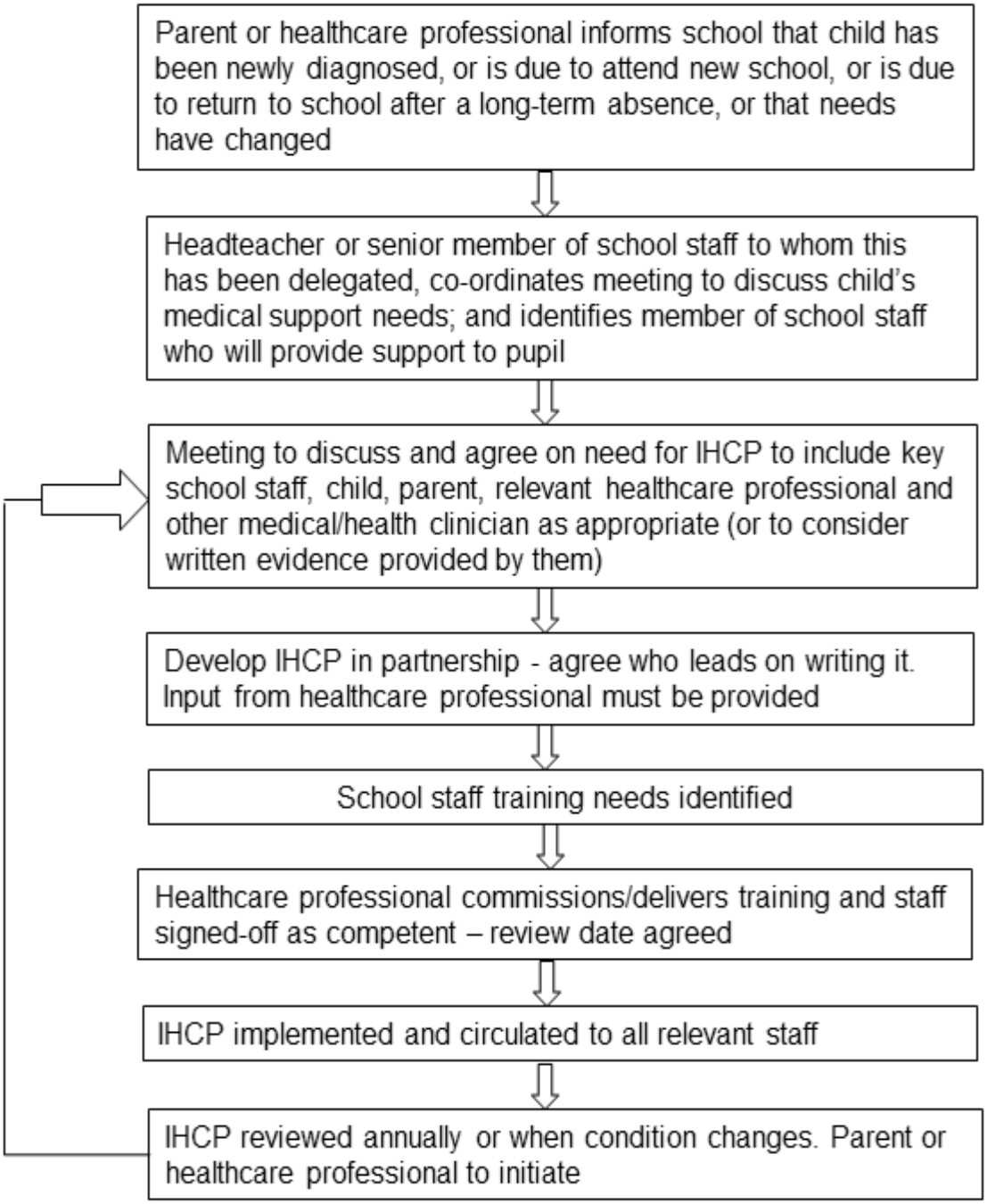
• Durham Lane Primary School actively engages parents/carers with this policy by including it on our school website. Should parents and pupils be dissatisfied with the support provided, they should discuss these concerns to the Head Teacher

The policy framework describes the essential criteria for how a school can meet the needs of children and young people with long-term conditions. It is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing bodies of maintained schools and proprietors of academies in England

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Appendix 1

Model process for developing individual healthcare plans



Appendix 2
Roles and responsibilities

Governing bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Head Teacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Head Teachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Head Teachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

School staff – any member of 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. Teachers are, however, responsible for ensuring that asthma inhalers and epipens are in date and are returned to parents/carers at the end of the academic year and received from them at the start of the academic year. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse – our school has access to school nursing services. School nurses may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Appendix 3

The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.

The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

The use, storage, care and disposal of the emergency inhaler and spacers will follow the guidance provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The school hold a register of children prescribed an inhaler and this list is kept with the emergency inhaler.

Written parental consent is sought for the use of the emergency inhaler. (Please see proforma below). Where consent is received, the use of the emergency inhaler will be included in the pupil's IHCP.

Parents/carers will be informed if their child has used the emergency inhaler. (Please see proforma below).

DURHAM LANE PRIMARY SCHOOL

CONSENT FORM:

USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].

2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.

3. In the event of my child displaying 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.

Signed: Date: ……
Name (print)……
Child's name: ……
Class: ……
Parent's address and contact details:
……..
……..
……..
Telephone: ……..
E-mail: ……..

DURHAM LANE PRIMARY SCHOOL

LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE

Child's name: ……

Class: ……

Date: ……

Dear

This letter is to formally notify you that…….has had problems with his / her breathing today.

This is what happened (please state, when, where and how the incident occurred):

_____
_____
_____
_____

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given …… puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given …… puffs. .

[Delete as appropriate]

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours sincerely,

Head Teacher – Mrs Helen Gregory
Amberley Way, Eaglescliffe
Stockton on Tees
TS16 0NG
Tel: 01642 780742

Email: admin@durhamlane.org.uk
Website: www.durhamlane.org.uk

Individual Healthcare Plan - For pupils with medical conditions at school
(NB prescribed medicine in school consent form must also be completed if necessary)

Childs's name		Gender	Male
Year group			
Date of birth			
Child's address			
Medical diagnosis or condition			
Information gathering date			
Review date			

Family Contact Information

Contact 1	
Phone no. (work)	
(home)	
(mobile)	
Contact 2	
Phone no. (work)	
(home)	
(mobile)	

Clinic / Hospital Contact

Name	
Address	
Phone no.	

G.P.

Name	
Practice address	
Phone no.	

Who is responsible for providing support/should be aware of needs in school?	

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

Name of medicines, 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 pupils 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?)*

Head Teacher, Deputy Head Teacher, Class Teacher

Class	Nursery	Reception	Y1	Y2	Y3	Y4	Y5	Y6
Signed								
Dated								