



# Individual Medical Conditions Policy

Nursery – Year 6 including EYFS. This policy is on the school website and is available to parents.

Drawn up with regard to:

- DfE Health and Safety: responsibilities and duties for schools (2022)
- Advice on Legal Duties and Powers for Local Authorities, Headteachers and Governing Bodies
- Supporting Children and Young People with Medical Conditions and Allergy (2026)

Please see also the following Falkner House policies: First Aid and Allergies, Health and Safety, First Aid.

## Individual Medical Conditions Policy

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## **1. Scope**

This policy applies to all pupils in Nursery – Year 6 at Brechin Place and Penywern Road. It outlines the school's procedures for supporting pupils with medical conditions and ensuring they are safe, supported and fully included in school life.

## **2. Aims**

The school aims to:

- Support pupils with medical conditions effectively
- Ensure all pupils can access education safely and fully
- Promote partnership working with parents and healthcare professionals
- Ensure staff understand their responsibilities
- Maintain safe and effective medication procedures

## **3. Roles and Responsibilities**

The Principal Anita Griggs is responsible for this policy.

The Headteacher will:

- Ensure this policy is implemented
- Ensure appropriate staffing and training
- Ensure systems for recording and monitoring medical needs are maintained
- Ensure suitable arrangements for emergencies

Teaching and support staff will:

- Be aware of pupils with medical conditions
- Follow Individual Health Protocols where applicable
- Supervise pupils appropriately
- Respond promptly to concerns or emergencies
- Communicate concerns to parents and senior staff

Parents and carers must:

- Inform the school of medical conditions
- Provide accurate and updated medical information
- Supply prescribed medication where required
- Ensure medication remains in date
- Participate in meetings and reviews where necessary

## **4. Inclusion**

Falkner House will:

- Ensure pupils with medical conditions are fully included
- Avoid unnecessary exclusion from activities
- Make reasonable adjustments where appropriate
- Support pupils' emotional and physical wellbeing and participation

## **5. Medical Information and Individual Health Protocols**

Parents complete medical information forms before pupils join the school. Where a pupil has a significant or ongoing medical condition, an Individual Health Protocol (IHP) may be created if required. All parents must review medical details annually and inform the school promptly of any changes.

Conditions may include, but are not limited to:

- Epilepsy
- Diabetes
- Severe allergies
- Other long-term medical conditions
- Asthma
- Epilepsy (requiring seizure action plans)
- Mental Health Conditions (e.g., severe anxiety, depression)

Good attendance is seen as a priority for all children including those with medical conditions.

Academic and emotional support will be given when children are absent and on when returning to school after absence.

The IHP (with name, DOB, contact information etc) may include:

- Medical condition details
- Symptoms and warning signs
- Medication requirements
- Medication side effects
- Emergency procedures
- Any necessary adjustments
- Details of medical care advice from specialists etc.

Folders containing all of the IHPs are kept throughout the building (including the lunchroom) to ensure quick and easy access for any member of staff at any given time

## **6. Medication**

### **6.1 General Medication Procedures**

Medication administered in school must:

- Be prescribed by a medical professional where required
- Be in original packaging
- Be clearly labelled with the pupil's name
- Include dosage instructions

Parents are required to complete and sign appropriate medication consent documentation.

### **6.2 Administration of Medication**

Medication requiring medical or technical knowledge will only be administered by appropriately trained staff, following consultation with parents. Older pupils may self-administer medication under adult supervision where appropriate. Records are maintained of medication administered in school.

### **6.3 Antibiotics**

Where a pupil is prescribed antibiotics, parents may choose whether the pupil remains at home or returns to school. Parents may visit school to administer medication if preferred.

### **6.4 Storage of Medication**

Medication requiring refrigeration will be stored securely in the office or staff room refrigerator. Emergency medication will remain accessible at all times. Pupils must not bring non-prescription medicines into school unless specifically agreed.

## **7. Illness During the School Day**

If a pupil becomes unwell during the school day:

- Staff will assess the situation
- Parents will be contacted where appropriate
- The pupil may wait in a designated sick room area under supervision
- No pupil will be left alone when unwell

Where infectious illness is suspected, parents may be advised to seek medical advice promptly.

## **8. Emergencies and Infectious Diseases**

Children are asked to remain at home whilst infectious e.g with flu, norovirus, impetigo etc.

If the school is informed of a notifiable disease, the Headteacher will follow guidance from:

- Public health authorities
- The local authority
- Medical professionals

In emergencies, staff will follow the procedures detailed in the pupil's IHP and contact emergency services where required.

## **9. Training**

Relevant staff receive:

- First aid training
- Medical awareness training where required
- Induction training regarding medical procedures
- Updates relating to specific pupil needs. Form staff will be particularly involved pastorally and medically if appropriate with pupils in their form

Training records are maintained by the school.

## **10. Educational Visits and Activities**

Pupils with medical conditions will be included in trips and activities wherever safely possible.

The school will:

- Carry out risk assessments where appropriate
- Ensure medication accompanies the pupil
- Ensure relevant staff are informed and trained

## **11. Confidentiality and Information Sharing**

Medical information will be shared only with staff who need the information to keep the pupil safe and supported.

Records will be handled in accordance with safeguarding and data protection requirements.

## **12. Monitoring and Review**

The school will review this policy annually or sooner if required by changes in legislation or guidance.

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