



Medical Needs Policy

Date Written: July 2026

Review date: July 2027 – or sooner if new guidance is released

Agreed by Governors: 19th October 2026

Person responsible for policy implementation: Sarah White – Headteacher and Katherine Harrington - SENCO

School type: Voluntary Aided primary (1-form entry)

Pupils on roll: 191

This policy sets out the arrangements for supporting pupils with medical conditions at Waddington and West Bradford CE Primary School. It reflects statutory duties and guidance and is written in the spirit of our vision: “In our Christian Family, we encourage, serve and respect everyone and shine in the light of Jesus.” The policy is consistent with the latest UK government legislation and guidance including, but not limited to:

- Supporting pupils at school with medical conditions (DfE, statutory guidance)
- Arranging education for children who cannot attend school because of health needs (DfE, Dec 2023)
- Maintained schools: governance guide (July 2026) — section on supporting pupils in school with medical conditions and allergy safety duties (from Sept 2026)
- Relevant sections of the Equality Act 2010 and safeguarding guidance

This policy follows OFSTED inspection framework principles (safeguarding, inclusion, curriculum and teaching, achievement, attendance and behaviour, personal development and well-being, leadership and governance) and should be read alongside the school’s Safeguarding Policy, SEND Policy, Attendance Policy, First Aid Policy, Supporting Pupils with Medical Conditions policy templates and the Allergy Safety Policy (required from Sept 2026).

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Purpose

- Ensure that pupils with medical conditions are supported so that they can access education, participate fully in school life and achieve their potential.
- Ensure compliance with statutory duties and good practice guidance so the school meets the needs of pupils safely and effectively.
- Clarify roles, responsibilities and procedures for staff, parents/carers, governors and health professionals.
- Promote confidence among staff and parents that pupils' health needs will be managed appropriately.

Scope

- This policy covers all pupils at Waddington and West Bradford CE Primary School including those with long-term, short-term, acute, chronic, physical or mental health conditions and allergies.
- Applies to medicines administration during the school day, short visits, offsite activities and residentials.
- Covers the development and review of Individual Healthcare Plans (IHPs) and arrangements with the local authority (LA) for children who cannot attend school because of health needs.

Key definitions

- Individual Healthcare Plan (IHP): a written plan that sets out the support a pupil needs and how that support will be provided.
- Medication: prescription and non-prescription medicines, including inhalers, epi-pens, insulin and controlled drugs.
- Named person: the member of staff with overall responsibility for policy implementation and the point of contact for parents, health professionals and the LA. This is Katherine Harrington
- Allergy safety policy: a school policy required from Sept 2026 – available separately



Principles and aims

- The school will:
 - Make arrangements to support pupils with medical conditions so they can access education and school activities safely.
 - Ensure medical information and plans are tailored to pupils' needs, kept up to date and accessible to relevant staff.
 - Provide staff training so that those supporting pupils with medical needs are competent and confident.
 - Work in partnership with parents/carers, health professionals, the LA and governors.
 - Treat information about pupils' health as confidential, sharing only on a need-to-know basis.
 - Promote pupil self-management where appropriate and support growing independence.

Roles and responsibilities

Governing Body

- Ensure arrangements are in place to support pupils with medical conditions, including allergy safety duties (from Sept 2026).
- Ensure policies, plans and procedures are implemented effectively and reviewed regularly.
- Ensure sufficient staff have appropriate training and that a named person is in place.
- Ensure policies are publicly accessible (published on the school website).
- Questions for governors: Who is the named governor for medical needs and safeguarding? How is governor oversight evidenced?

Headteacher - Sarah White

- Ensure this policy is implemented; ensure staff receive training; ensure that the school's website has the required policies and contact details.
- Hold overall operational responsibility for medical needs provision.
- Ensure resources and staffing are in place to meet statutory responsibilities.

Named person – Katherine Harrington - SENCO

- Coordinate and monitor Individual Healthcare Plans.
- Maintain the central register of pupils with medical needs and medication records.
- Ensure liaison with parents, health professionals and the LA named officer.
- Oversee storage, training, equipment and emergency plans.



- Questions for leaders: Who will be the named person? How will their time be funded and protected?

Class teachers and support staff

- Understand and follow IHPs and emergency procedures for pupils in their care.
- Be aware of confidential information on a need-to-know basis.
- Administer medicines only when trained and authorised; record administration.
- Encourage pupils' involvement in self-management.

All staff

- Follow general procedures set out in this policy, know who has authority to administer medicines and who to contact in an emergency.
- Be alert to pupils' health needs and report concerns to the named person.
- Undertake training required for their role.

School nurse / health professionals

- Provide clinical advice and training; assist in drawing up IHPs.
- Support transition of medical information between settings and provide school-relevant healthcare information.

Parents / carers

- Provide full information about a child's medical condition and medication.
- Work with the school to co-produce and review IHPs.
- Ensure medication is supplied safely and in-date; provide written consent for administration.
- Encourage and support their child to self-manage where appropriate.

Pupils

- Participate in developing their IHPs as appropriate, taking responsibility for their own health as age and maturity allow.

Individual Healthcare Plans (IHPs)

- When required
 - IHPs should be in place for pupils with long-term or complex medical needs, or where daily medication, procedures, or emergency care are needed. An IHP may also be appropriate for short-term conditions that require structured support.
- Contents of an IHP
 - Pupil details (name, DOB, class, contact details)
 - Emergency contacts and GP details



- Description of condition and likely triggers/symptoms
 - Daily care needs and medication (name, dose, timing, method)
 - Emergency procedures (what to do, who to contact)
 - Staff training needed and names of trained staff
 - Arrangements for school activities, off-site visits and transport
 - Arrangements for transition between classes and transfer to new schools
 - Consent for administration and storage of medication
 - Date created, reviewed and next review date; signatures (parent, healthcare professional, school)
- Who is involved in making an IHP?
 - Parent/carer, named school person, relevant health professional(s), pupil (as appropriate), class teacher, and any other relevant staff (e.g., SENCO, learning support assistants).
- Storage and access
 - IHPs must be kept centrally accessible to relevant staff, with a copy in the classroom or staffroom as appropriate and an easily accessible digital version if used.
- Review
 - IHPs should be reviewed at least annually or sooner if condition or treatment changes, or after an incident.

Medicines: administration and consent

- General principles
 - The school will only administer medication when necessary and with written parental consent. Non-prescription medications should only be given when essential and with parental consent.
 - Prescribed medicines should be in the original container, labelled with the pupil's name, dose and expiry date.
 - Controlled drugs: Special protocols will be followed and a secure storage arrangement used. Only staff authorised and trained may administer controlled drugs.
- Short-term medicines (e.g., antibiotics)
 - Parents are encouraged to arrange dosing times outside school hours where possible. If not possible, follow the medicines procedure and record administration.



- Emergency medicines (e.g., inhalers, epi-pens, insulin)
 - These must be easily accessible, staff trained in their use, and an emergency protocol included in the IHP.
- Record keeping
 - A Medicines Administration Record log must be kept and signed each time a medicine is administered (date, time, dose, name of staff, any reactions).
- Consent
 - Written parental consent is required for giving medication and for emergency procedures where appropriate. Consent forms should be retained with the IHP.

Emergency procedures

- Clear, individualised emergency plans must be included in all IHPs where relevant (e.g., anaphylaxis, diabetes hyper/hypoglycaemia, epilepsy seizure protocols).
- All staff should know how to summon help, contact emergency services and follow first-aid procedures.
- Staff should have access to emergency equipment and ensure they know where items are stored (e.g., spare epi-pens, inhalers, sugar for hypo treatment).
- After any emergency, review procedures and learn lessons; record incidents and communicate with parents promptly.

Training and competence

- Training needs assessment
 - The named person will identify staff training needs for supporting pupils with medical needs (first aid, epi-pen, diabetes, asthma, epilepsy, tube feeding, PEG care, etc.).
- Training delivery
 - Training will be provided by qualified healthcare professionals and recorded (training logs, competencies signed).
- Competence and reassessment



- Staff must be signed off as competent before being given responsibility. Regular refresher training and annual reviews of competence will be scheduled.
- Questions for leaders: Who will commission training? What budget/time is available? How will competency be evidenced?

Storage and disposal of medicines and equipment

- Storage
 - Medicines should be stored securely: controlled drugs in locked cabinets, other medicines in a secure but accessible location. Refrigeration arranged where required with clear labelling.
 - Pupils with immediate need (inhaler, epi-pen) may carry their own device if assessed as competent and agreed in the IHP.
- Disposal
 - Parents are responsible for collecting out-of-date medicines. School will dispose of medicines following NHS/local waste guidance if parents do not collect. Records of disposal should be kept.
- Equipment
 - Ensure any medical devices are checked and maintained (e.g., glucose monitoring, nebulisers). Staff should know where equipment is kept.

Children with complex or life-threatening conditions

- For pupils with complex needs, the school will:
 - Develop detailed IHPs in partnership with health professionals.
 - Ensure an appropriate number of trained staff are available.
 - Ensure emergency response procedures are rehearsed and equipment is maintained.
 - Consider risk assessments for all school activities, including playtime, PE, and offsite visits.
- Questions for leaders: How will the school source specialist training? What is the back-up plan for staff absence?

Allergy safety (statutory duties — effective from Sept 2026)

- The governing body will ensure the school has and publishes an Allergy Safety Policy (reviewed at least annually) and publicises it to staff and pupils. This Medical Needs Policy integrates allergy safety practice as follows:



- Maintain up-to-date records of pupils with allergies and IHPs.
 - Train staff in anaphylaxis recognition and epi-pen use.
 - Implement a whole-school approach to allergy management — safe food handling, cleaning procedures, minimising cross-contamination, and awareness for events and parents.
 - Ensure menus and catering arrangements consider pupils with allergies and that catering staff have access to relevant information.
 - Provide allergy awareness education for pupils where appropriate.
- Questions for leaders: Who is responsible for the allergy safety policy? How will catering and external clubs comply? How will parents be informed?

Offsite visits, residentials and transport

- Risk assessment
 - Ensure medical needs and IHP requirements are included in planning and risk assessments for trips and residentials.
- Staffing and equipment
 - Ensure staff accompanying trips are trained and have access to medicines, IHPs and emergency contact details.
- Transport
 - Inform transport providers of relevant medical needs and ensure safe storage of medicines and equipment during transit.

Confidentiality and record-keeping

- Confidentiality
 - Health information must be treated confidentially; share only on a need-to-know basis in compliance with data protection law. Obtain parent consent where necessary.
- Record keeping
 - Keep accurate records of IHPs, medicines administered, training, incidents and communications. Retain records in line with the school's record retention schedule.
- Questions for leaders: Where will records be stored? Who has access? How long are records kept?



Arrangements for pupils unable to attend school because of health needs

- Liaison with LA
 - The school will work with the LA named officer (for pupils with health needs) to ensure continuity of education where absence is prolonged.
- Continuing education in school
 - Where pupils can attend, the school will continue to provide suitable education and support. The home school will follow the DfE guidance about arranging education for children with health needs.
- Hospital and home teaching
 - Coordinate with hospital teaching teams and the LA to keep curriculum continuity and support transition back to school.
- Questions for leaders: Who is the named LA contact? How will the school coordinate curriculum continuity for long absences?

Communication with parents, health professionals and the LA

- Communication channels
 - Maintain clear, regular communication with parents about medical needs and IHPs.
 - Involve health professionals in planning and training.
 - Notify the LA where statutory duties require or where liaison is needed for health-related absence.
- Parental responsibilities
 - Provide up-to-date medical information and medication; attend review meetings; provide emergency contacts.
- Questions for leaders: How will the school ensure two-way timely communication? How are language or access barriers managed?

Monitoring, review and governance

- Monitoring



- The named person will monitor the implementation of this policy and keep an up-to-date register of pupils with medical needs. The governing body will receive periodic reports (termly or bi-annual) on medical needs provision, training and incidents.
- Review
 - The policy will be reviewed at least annually, or sooner following changes in legislation, guidance, best practice, or following an incident. IHPs are reviewed at least annually or more frequently if circumstances change.
- Audit and quality assurance
 - Conduct periodic audits of IHPs, training logs, medicines records and emergency plan drills. Use findings to inform improvement.
- Questions for leaders: What is the timetable for reporting to governors? How will policy compliance be audited?

Related procedures and resources

- First Aid Policy
- Safeguarding Policy and procedures
- SEND Policy and SEND Information Report
- Attendance Policy
- Offsite and Educational Visits Policy
- Allergy Safety Policy (published on the website; reviewed at least annually)
- DfE guidance: Supporting pupils at school with medical conditions (statutory)
- DfE: Arranging education for children who cannot attend school because of health needs (Dec 2023)
- Local NHS and school nursing service contact details
- Named LA officer for education of children with health needs (publish contact)