



# **Telford Junior School**

# **Supporting Pupils with Medical**

# **Conditions Policy**

## **January 2026**

### **Approval and Review**

This Policy is reviewed in discussion with staff and governors.

**Effective from:**            **January 2026**

**Approved by:**            **Telford Junior School Local Governing Board**

**Review Date:**            **January 2027**

**Review Leader:**        **Head Teacher / SENDCO**

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## **1. Aims**

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools and proprietors of academies to make arrangements for supporting pupils at their school with medical conditions.

Some pupils with medical conditions may be considered as disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act. Some may also have special educational needs and disabilities (SEND) and may have an Education, Health and Care (EHC) Plan which brings together health and social care needs, as well as their special educational provision. For students with SEND, this guidance should be read in conjunction with the Special Educational Needs Code of Practice (2014).

This policy aims to ensure that all school staff, pupils, parents/carers and governors are aware of the procedures to be followed in the event of medicines being brought and administered in school to students, and to ensure that such students access and enjoy the same opportunities in school as any other pupils.

The named person with responsibility for implementing this policy is the Head Teacher and SENDCO.

## **2. Roles and Responsibilities**

### **2.1 The Head Teacher**

The Head Teacher is responsible for:

- Ensuring all staff are aware of this policy and understand their role in its implementation.
- Ensuring that there are enough trained staff available to implement this policy and deliver against all Healthcare Plans (HCPs), and Medical Pupil Records (MPRs) including in contingency and emergency situations.
- Ensuring that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Ensuring that systems are in place for obtaining information about a pupil's medical needs and that relevant staff members keep this information up to date.

### **2.2 Staff**

Staff members are responsible for:

- Taking appropriate steps to support pupils with medical conditions in line with recommendations in their Medical Pupil Record (MPR) or Healthcare Plan (HCP)
- Where necessary, making reasonable adjustments to include pupils with medical conditions in lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions as appropriate.
- Familiarising themselves with the medical needs of pupils in school as well as procedures of how to respond when they become aware that a pupil with a medical condition needs help.
- Creating risk assessments if necessary to support individual conditions.

- Liaising with School Nurses and other healthcare professionals to ensure that any changes to Healthcare Plans (HCPs) are identified, or where pupils require in school support due to a medical condition.

### **2.3 Parents/Carers**

Parents/carers are responsible for:

- Providing the school with sufficient and up-to-date information about their pupil's medical needs including letters from relevant professionals.
- Providing written consent for medication to be administered in school.
- Carrying out any action they have agreed to as part of the implementation of the MPR/HCP e.g. provide up to date medication and equipment as required.
- Providing named up to date medication if school are keeping it on site, with clear guidance of dosage.

## **3. Healthcare Plans (HCPs)**

The Head Teacher has overall responsibility for the implementation of HCPs for students with medical conditions. This has been delegated to the SENDCO.

HCPs are created by healthcare professionals in partnership with the student's parents and the school. The aim of HCPs should be to capture the steps which the school should take to help the student manage their condition and overcome any potential barriers to getting the most from their education and how they might work with other statutory services. School will implement any necessary actions and requirements and will liaise with professionals for relevant training and guidance and create MPR documentation as necessary.

HCPs will be readily accessible to staff in school Plans will be reviewed annually or if there is evidence that the pupil's needs have changed. This would be reviewed annually alongside EHCP provision and support if pupil has an EHCP.

## **4. Procedures**

### **4.1 Non-prescription medicines:**

Staff should never give a non-prescription medicine to a pupil unless there is specific written permission from their parents. Non-prescription analgesics (e.g. aspirin, paracetamol, and ibuprofen) are not held in school.

No pupil should be given prescription or non-prescription medicines without their parent's written consent. A completed proforma (Annex 1) with parental and staff signatures must be shown before medication can be administered. This record will be retained in line with GDPR requirements.

### **4.2 Prescription Medicines**

The school will only accept prescribed medicines that are:

- Labelled
- Contain dosage instructions

- Provided in the original container, as dispensed by the pharmacist (except in the incidence of an insulin pen or pump), and include instructions for administration, dosage and storage.

If a pupil needs to take prescribed medication during the school day, parents must complete a Parental Agreement (Appendix 1) form and return it to school. All medicines will be stored securely in the school office area and only named staff have access. The exception to this is where parents/carers have consented to the pupil having medication on their person (e.g. an inhaler).

Medicines will be returned to parents to arrange for safe disposal when no longer required or have expired.

Staff will not direct a student to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in any HCP and inform parents so that an alternative option can be considered, if necessary.

### **4.3. The Pupil's Role in Managing Their Own Medical Needs**

Pupils who can take their medicines themselves may require an appropriate level of supervision. If it is not appropriate for a pupil to self-manage, relevant staff should help to administer medicines and manage procedures for them. If a pupil refuses to take medicine or carry out a necessary procedure, parents/carers will be informed so that alternative options can be considered.

## **5. Emergency Procedures**

Staff will follow the school's standard emergency procedures in line with recommendations in MPR's and emergency medical plans.

If a pupil needs to be taken to hospital, a member of staff will stay with the pupil until the parent/carer arrives at school to collect them. If there is a need for a pupil to be taken directly to hospital by ambulance, then two staff will accompany them until a parent/carer arrives.

## **6. Training**

All teaching and support staff will be expected to familiarise themselves with the Supporting Pupils with Medical Conditions Policy as part of their new starter induction. Key staff who support pupils with medical needs will receive appropriate training to do so, in liaison with professionals involved.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCO.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils and enable them to fulfil the requirements in the HCPs
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

If staff assess the risks of medical involvement to be too extensive then they have the right to refuse and provide an alternative arrangement where appropriate and available in agreement with parents/carers and the SENDCO.

## **7. Avoiding Unacceptable Practice**

Telford Junior School understands that the following practice is unacceptable:

- Assuming pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and the parent/carer.
- Ignoring medical evidence or opinion.
- Creating barriers to pupils participating in school life, including school trips and sporting activities

## **8. Equal Opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully in school life, including school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **9. Complaints**

Parents/carers with a complaint about their child's medical condition should discuss these directly with the Head Teacher in the first instance. If the Head Teacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure which is available on the school website.

## **10. Monitoring Arrangements**

This Policy will be reviewed by relevant staff and approved by the Governing Board annually.

## **11. Links to Other Documents**

This policy links to the following documents:

- Special Educational Needs Policy and Information Report
- Accessibility Plan
- Individual students' Healthcare Plans (HCPs), Medical Pupil Records (MPRs) and Educational Health Care Plans (EHCPs)
- Complaints Policy
- Equality and Diversity Policy
- Child Protection policy

## **Appendix 1: Parental Agreement for Telford Junior School to Administer Medicine**

The school will not give your student medicine unless you fully complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school	Telford Junior School
Name of Pupil	
Date of Birth	
Class	
Medical condition/ illness	

### **Medicine**

Name of medicine (as described on the container)	
Date dispensed	
Expiry date	
Dosage and method	
For inhalers - location	Kept with pupil / kept in staff area (delete as appropriate)
Timing	
Special precautions / other instructions	
Are there any side effects that the school needs to know about?	
Sel-administration – Y / N	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

Name	
Daytime telephone number	
Relationship to pupil	
Address	

I understand that I must deliver the medicine personally to the school office.

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

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Review date agreed with school \_\_\_\_\_

