



At Knights Enham Schools we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

‘Together We Achieve’

Supporting Children with Medical Conditions Policy

(Based on a model policy from Hampshire County Council)

Approved: February 2026

Review: February 2027



This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions and follows the guidance in the Department for Education document "Supporting Pupils at School with Medical Conditions" Sept '14. It is also written with due regard to section 21 and 175 of the Education Act 2002, section three and 17 of The Children Act 1989, section 10 of the Children's Act 2004 and the NHS Act 2006, Equality Act 2010 and Special Educational Needs and Disability Code of Practice 0 –25 of 2014.

At Knights Enham Schools we will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aims are:

- To ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

At Knights Enham Schools it is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy. Supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the pupil.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

The Governing Body is responsible for:

making arrangements to support pupils with medical conditions in school. They should ensure that:

- pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life
- staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

The Headteacher is responsible for:

ensuring that:

- all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- staff who need to know are aware of the child's condition. Sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans.
- staff are appropriately insured and are aware that they are insured to support pupils in this way.



- contact is made with 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
- Staff should be able to act safely and promptly in an emergency situation
- new members of staff receive appropriate training

Whenever the school is notified that a pupil has a medical condition

- All relevant staff are made aware of a child's condition
- Cover arrangements in case of staff absence/turnover is always available Supply teachers are briefed
- Risk assessments for visits and activities out of the normal timetable are carried out and reasonable adjustments are made, as necessary
- Individual healthcare plans are monitored (at least annually)
- Transitional arrangements between schools are carried out
- If a child's needs change, the above measures are adjusted accordingly
- Ensure the development of IHPs

Teachers and Support Staff:

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be directed to do so
- Staff should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Staff members responsible for completing risk assessments for off-site activities should liaise with parents and SENCO to ensure reasonable adjustments have been made as necessary
- The designated Admin Assistant is responsible for making sure that medical information about pupils is kept up to date on our management information system.
- The designated Admin Assistant is responsible for ensuring that updates are sent to class teachers
- The designated Admin Assistant will share the high-risk medical pupil poster at the start of each term with all staff

The Business manager will make termly checks on medical posters and paperwork.

- The class teacher is responsible for the day-to-day care of a pupil in their class

The School Nursing Service

Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Train support staff on implementing a child's IHP and provide advice and liaison.

Other healthcare professionals

Should notify the school nurse when a child has been identified as having a medical condition that will require support at school and may provide advice on developing healthcare plans Specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes)

**Pupils**

Should, wherever appropriate, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

Parents

- Should provide the school with sufficient and up-to-date information about their child's medical needs
- Are the key partners and should be involved in the development and review of their child's IHP, supporting it as agreed, e.g. making sure a named contact is available
- Should carry out any action they have agreed to as part of the IHP implementation
- Should provide the necessary medicines in the prescribed packaging carrying the dispensing pharmacy's instructions for administration
- Should ensure medicines are kept up-to-date
- All medicines or medical equipment should be collected at the end of the school year and returned on the first day of the autumn term
- Should collect and dispose of unwanted medicines prescribed for their child

Identifying children with health conditions

At Knights Enham Schools we aim to identify children with medical needs on entry to the school by working in partnership with parents/carers. We use the 'Health Questionnaire for Schools' to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly. Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual healthcare plans

At Knights Enham Schools we recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professionals and parents/carers will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an individual healthcare plan it will be the responsibility of the Business Manager and delegated admin assistant to work with parents and relevant healthcare professionals to write the plan. A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child.

The Business Manager and delegated Admin assistant will work in partnership with the parents/carer, and relevant healthcare professionals, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.



In the case of life-threatening conditions such as diabetes or allergies then the Individual Health Care Plan will record those responsible for administering medicines. In the case of other conditions, e.g. use of antibiotics, this will be recorded on the recording table on the 'Parental agreement to administer medicine form'.

If a child is returning following a period of hospital education or alternative provision (including home tuition), then we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Plans will be reviewed annually at the start of the academic year or if the child's circumstances change.

Information recorded on individual healthcare plans could include:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, eg risk assessments
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- what to do in an emergency, including whom to contact, and contingency arrangements.

Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan. Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is **not generally acceptable practice to:**

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents or ignore medical evidence or opinion (although this may be challenged)



- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition, eg. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips eg. by requiring parents to accompany the child.

Staff training and support

Any member of staff at Knights Enham School providing support to a pupil with medical needs will have received suitable training. This may have been identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required.

Where required Knights Enham Schools will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confidence in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan. Any training undertaken will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction.

The child's role in managing their own medical needs

Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

Where possible and in discussion with parents/carers, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).



Where possible we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self medication. We will agree with relevant healthcare professionals/parents/carers the appropriate level of supervision required and document this in their healthcare plan.

Managing medicines on school premises

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. We will not give prescription or non-prescription medicines to a child under 16 without their parent's/carers written consent.

A documented tracking system to record all medicines received in and out of the premises is in place. The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

At Knights Enham Schools we 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, their dosage and storage.

Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Children who are able to use their own inhalers themselves will have access to their inhaler at all times. If the child is not able to take personal responsibility for their inhaler, staff will make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school.

The Business Manager arranges an overview of photos and details of children with high risk medical conditions (asthma, diabetes, epilepsy, etc) at the beginning of the school year so that knowledge of their needs are immediately available to all adults in school.



Records are kept by staff whenever the inhaler is administered at school. If inhalers are being used regularly a health care plan may need to be recorded and the class teacher should discuss the need with the Business Manager.

At Knights Enham Schools we will administer non-prescription medicines. If the parent or Carer requests that the school administer medication (prescribed and nonprescribed), the headteacher will allow this on the condition that the school's 'Parental agreement to administer medicine form' is completed and signed by the parent.

Nonprescribed medication will only be administered in exceptional circumstances and is at the discretion of the headteacher. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date. We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.

Other pain relief medicine, paracetamol, will not be administered without first checking maximum dosages and when previously taken.

We will never administer paracetamol before 12pm to ensure that we do not over administer. We will always inform parents.

We will not accept any non-prescribed medicines into school but we will keep a small stock of homely remedies, such as parents may have at home, which will include

- Liquid paracetamol (Calpol)
- Piriton

These will only be administered when it would be detrimental to the child not to give. These will only be given with parents' permission and parents will be informed if they have been administered.

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency. Types of emergency medicines include

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Storage and Disposal of medicine

At Knights Enham schools all medication other than emergency medication will be stored safely in a locked cabinet, where the hinges can not be easily tampered with and can not be easily removed from the premise.

Where medicines need to be refrigerated, they will be stored in a refrigerator in the School Offices in a clearly labelled airtight container. There is restricted access to the refrigerator holding medicines.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away.



We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be secure, and where possible maintained at a steady temperature. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed. It is the responsibility of the parents/carers to dispose of their child's medicines.

It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines.

Medication returned to parent/ carers will be documented on the tracking medication form. Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged locally through an approved company who will remove them from site on a supply and collect basis, as and when needed.

Off-site Activities

At Knights Enham Schools we will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities with reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits.

We will carry out a risk assessment so that planning arrangements take account of any actions needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and seek advice, when necessary, from the relevant healthcare professional to ensure that pupils can participate safely.

Defibrillator

Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives.

A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest.

Knights Enham Schools have 2 defibrillators with pads for both children and adults. One is located in the Infants school office the second in on the wall of the boiler house in the carpark area. Staff members appointed as first-aiders are trained in the use of CPR including use of a defibrillator.

Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Under normal circumstances staff should not take children to hospital in their own cars - it is safer to call



an ambulance. Two members of staff, one of whom must be a senior leader, should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

Liability and indemnity

Staff at Knights Enham Schools are indemnified under the County Council self-insurance arrangements. The County Council's is self-insured and have extended this self-insurance to indemnify school staff who have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

Complaints

If parents have a complaint about how their child's medical condition is being supported in school please contact the Headteacher and the Chair of Governors in the first instance.

Emergency Asthma Inhalers

Schools may hold asthma inhalers for emergency use. At Knights Enham Schools we have agreed to purchase and keep emergency inhalers. These will only be used for those children who are already prescribed asthma inhalers, we require authority from the parent to administer the emergency inhaler and will seek written permission from a parent for this. They will only be used in an emergency and at all times the school will seek to use the child's prescribed inhaler if possible.

Emergency Adrenaline Auto-injectors

Schools may hold adrenaline auto-injectors for emergency use. At Knights Enham Schools we have agreed to purchase and keep adrenaline auto-injectors. These will only be used for those children who are already prescribed adrenaline autoinjectors we require authority from the parent to administer the emergency adrenaline autoinjectors and will seek written permission from a parent for this. They will only be used in an emergency and at all times the school will seek to use the child's prescribed adrenaline autoinjectors if possible.