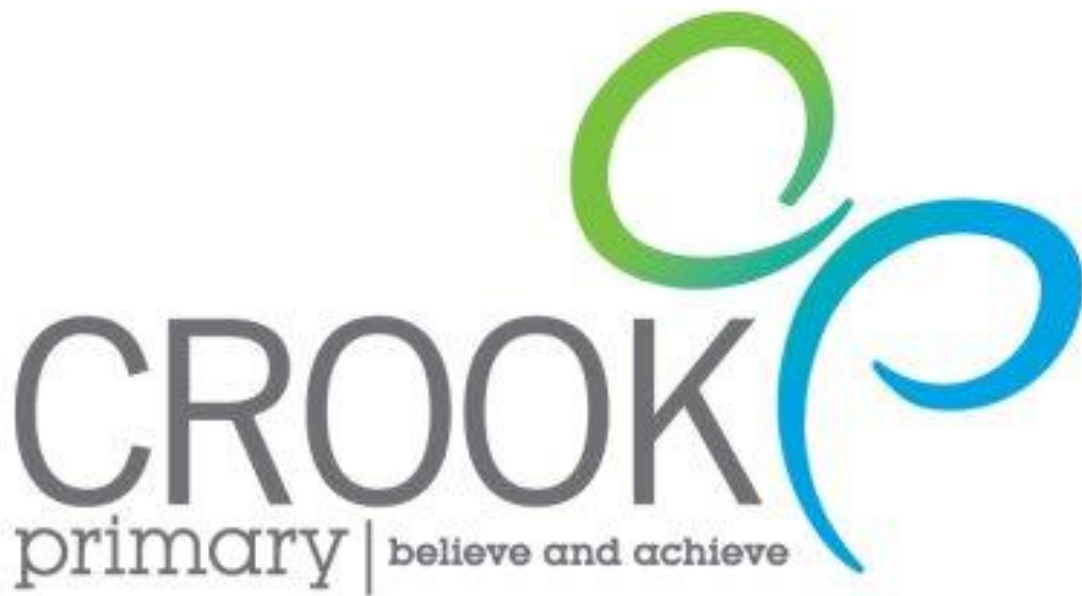




Supporting Pupils with Medical Needs Policy

2026 – 2027

Date: September 2026

Review Date: September 2027

This policy will be reviewed at least annually.

Contents:

1. Introduction
2. Aims and Principles
3. Legislation and Guidance
4. Policy Links
5. Medical Needs Register & Information Sharing
6. Information for Supply and Agency Staff
7. Individual Healthcare Plans (IHPs)
8. Roles and Responsibilities
9. Staff Training and Competency
10. Trips, Visits and Off-Site Activities
11. Emergency Situations
12. Attendance, Reintegration and Education at Home
13. Monitoring and Review of Arrangements

1. Introduction

Crook Primary School is committed to ensuring that all pupils with medical conditions—short-term, long-term or fluctuating—can access education fully, safely and confidently.

This policy sets out how the school meets its statutory duties under:

- **DfE: Supporting Pupils at School with Medical Conditions (2015)**
- **Children and Families Act (2014)**
- **Equality Act (2010)**
- **Durham Local Authority guidance on Supporting Pupils with Medical Needs (current version)**

We recognise that medical conditions can affect learning, wellbeing, participation, and attendance, and we make every reasonable adjustment to support pupils to thrive.

This policy should be read alongside the school's Administering Medicines Policy, which details the practical procedures for receiving, storing, administering, recording and reviewing medication in school. Together, these policies ensure pupils with medical needs receive coordinated, safe and effective care in line with DfE statutory guidance and Durham Local Authority expectations.

2. Aims

This policy aims to ensure that:

- Pupils with medical conditions are properly supported so they can access the same education as other pupils, including visits and PE.
- Staff, parents/carers and pupils understand how the school supports medical needs.
- Roles and responsibilities are clearly defined.
- Arrangements for medical needs are consistent with DfE and Durham LA guidance.
- Medical needs are considered in safeguarding, attendance, SEND and inclusion processes.

3. Definitions

- **Medical condition:** Any physical or mental health condition requiring ongoing care, treatment or monitoring.
- **Medication:** Any prescribed or non-prescribed medicine agreed for use in school.
- **Emergency medication:** Medication required immediately to prevent deterioration (e.g., AAls, inhalers, rescue meds).
- **IHP:** Individual Healthcare Plan created where a child's needs are complex, long-term or require emergency planning.

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure the policy is implemented and reviewed.
- Ensure that policies reflect DfE guidance and Durham LA expectations.
- Ensure sufficient trained staff are available to meet identified needs.

Headteacher

The Headteacher will:

- Oversee implementation of this policy.
- Ensure staff are aware of pupils' medical needs and their responsibilities.
- Ensure staff receive appropriate training and support.
- Ensure appropriate insurance is in place.

Medical Lead/SENDCo

The Medical Lead/SENDCo will:

- Oversee pupils with long-term or complex medical conditions.
- Ensure medical documentation and consent forms for long-term medication are stored on Arbor/ stored in secure files as appropriate.
- Coordinate and review IHPs.
- Liaise with parents/carers, health professionals, the office team and class staff.
- Ensure that systems for emergency medication and medical information are robust and match the **Administering Medicines Policy**.
- Support staff in understanding and implementing IHPs and action plans.
- Support induction for supply/agency staff regarding pupils with medical needs.

Office Team

The Office Team will:

- Co-ordinate **short-term medication** arrangements (receiving, logging, storing and communicating to staff), in line with the **Administering Medicines Policy**.
- Support induction for supply/agency staff regarding pupils with medical needs.
- Ensure medical documentation and consent forms for short-term medication are stored in secure files as appropriate.

School Staff

All staff who work with pupils are expected to:

- Be aware of pupils with medical needs they teach/support.
- Read and follow relevant IHPs, medical posters and action plans.
- Follow the Administering Medicines Policy when administering or supervising medication.
- Know who to contact in an emergency.
- Seek advice if unsure.

Parents/Carers

Parents/carers are expected to:

- Provide school with up-to-date information about their child's medical needs.
- Provide medication in the original container with clear instructions.
- Complete and sign relevant consent forms.
- Work with school and health professionals to develop and review IHPs where required.

Pupils

Where appropriate to age and understanding, pupils will:

- Be encouraged to take an active role in managing their medical condition (for example, using their inhaler with supervision).
- Contribute to discussions about their medical support.

5. Medical Needs Register & Information-Sharing

Crook Primary maintains accurate and up-to-date information on pupils with medical conditions through **two complementary systems**:

5.1 Staff Medical Needs List (Working Document)

- The school uses a secure **Google Sheet** as the *primary staff-facing medical register*.
- This document includes essential information for day-to-day practice such as:
 - pupil name and class
 - medical condition
 - allergy status
 - medication held in school

- emergency instructions
- location of medication
- IHP status (where applicable)
- The Google Sheet is regularly updated by the Medical Lead/SENDCo and Office Team.
- All teaching staff and relevant support staff have access to this document to ensure they can respond quickly and confidently to pupil needs.
- Supply and agency staff are shown the relevant parts of this document during their induction.

5.2 Arbor Medical Records (Official Record)

- Arbor is used as the **formal, secure record-keeping system** for:
 - consent forms
 - IHPs
 - allergy action plans
 - scanned documentation
 - long-term medication records
- Arbor flags/pins are used to highlight pupils with medical needs, but we recognise that Arbor is not always the most accessible format for quick daily reference.
- Therefore, Arbor complements the Google Sheet rather than replacing it.

5.3 Information Sharing

- Updates to medical information are shared with staff through:
 - updates to the Google Sheet
 - Arbor alerts where required
 - email communication
 - staff briefings by the Medical Lead/SENDCo or Office Team
- Only staff who require access to medical information are granted permission, maintaining GDPR compliance.

5.4 In-Class Documentation

- Printed medical posters or emergency action plans are used in classrooms/staff areas according to the Administering Medicines Policy, with parental consent.
- **Asthma Action Plans are stored with inhalers**, not displayed.

6. Sharing Information with Supply and Agency Staff

Although Crook Primary does not operate a formal induction for supply staff, the school ensures that all supply and agency teachers are given the essential information required to keep pupils safe.

- Supply staff receive a *class-specific* summary of pupils with medical needs.
- A phase TA or appropriate member of staff highlights any pupils requiring medical awareness and explains what to do in an emergency.
- Supply staff are shown where emergency medication is kept.
- **Only the minimum necessary medical information is shared (data minimisation), and any printed information is returned and securely destroyed at the end of the day.**
- The school's working Medical Needs List is stored securely on Google Drive and is accessible only to authorised staff. Supply staff are not given digital access to whole-school records.

Administration of Medication by Supply Staff

Short-term supply and agency staff **do not administer medication**.

Long-term or regular supply/agency teachers **may** administer medication **only when all** of the following conditions are met:

- they have received the **same training** as permanent staff for the medication or condition involved
- they are **confident and competent** to do so
- they have been **explicitly authorised** by the Headteacher or SENCO/Medical Lead
- they have been **fully briefed** on the pupil's medical needs, IHP (where applicable), and emergency procedures
- they follow the procedures set out in the school's **Administering Medicines Policy** and **Medication Handling – Staff Requirements**

7. Individual Healthcare Plans (IHPs)

Crook Primary School uses Individual Healthcare Plans (IHPs) to ensure that pupils with medical conditions receive clear, coordinated support.

IHPs are created **only where appropriate and proportionate**, in line with DfE and Durham LA guidance.

7.1 When an IHP is required

An IHP will be created when a pupil's medical needs:

- are **long-term, complex or fluctuating**

- **require emergency medication** (e.g. adrenaline auto-injectors, epilepsy rescue medication such as buccal midazolam, or diabetes equipment and glucose treatments such as glucogel)
- require **specialist staff training**
- involve **significant adjustments** to daily routines
- may **affect access to the curriculum**, attendance or wellbeing
- require **multi-agency input** or clear emergency arrangement.

7.2 When an IHP is *not* required

An IHP is **not usually required** for pupils whose needs can be met safely through standard school systems, such as:

- straightforward asthma requiring only an inhaler
- mild, well-managed allergies without risk of anaphylaxis
- occasional medication without emergency risk
- predictable, low-risk needs that staff can meet through daily routines

These pupils are still included on the **Medical Needs List** and their needs are communicated clearly to staff.

7.3 Who develops the IHP

IHPs are coordinated by the **Medical Lead/SENDCo**, and developed in partnership with:

- parents/carers
- relevant health professionals (e.g. paediatric nurses, consultants, GPs, school nursing team)
- the pupil (where appropriate)
- class teacher / TA
- other trained staff where needed.

The IHP reflects the pupil's day-to-day needs and emergency arrangements.

7.4 What the IHP includes

An Individual Healthcare Plan will include the following information, as appropriate to the pupil's needs:

- the pupil's medical condition, its impact and typical symptoms
- signs, triggers and risk indicators
- medication details: type, dosage, storage and arrangements for administration
- clear **emergency procedures** and escalation steps
- roles and responsibilities (school staff, parents, pupil, health professionals)

- specific support needed during the school day, including curriculum access, emotional wellbeing and participation in activities
- adjustments or risk management for trips, swimming, PE, and off-site visits
- details of training required for staff and who will provide it
- arrangements for monitoring, reviewing and updating the plan
- any additional equipment required (e.g. diabetes management equipment)

7.5 Storage, Access and GDPR

- Individual Healthcare Plans (IHPs) are stored securely on **Arbor** and, where needed, in a secure staff-only area on **Google Drive**.
- All classroom staff **may access IHPs** because they may be required to act in an emergency.
- However, in line with data protection principles, IHPs are **actively shared only with staff directly involved** in supporting the pupil (e.g. class teachers, phase TAs, lunchtime supervisors working with that pupil, relevant support staff).
- IHPs are **not displayed** and are never accessible to pupils, parents, or other unauthorised individuals.
- Where a quick-reference copy is needed for safety (e.g. for emergency medication kept in the classroom), a printed IHP may be kept in a **staff-accessible folder** in the classroom or with the medication.
- Access is managed on a “**legitimate need to know**” basis, and all staff are reminded of their responsibility to maintain confidentiality.

7.6 Medical posters & emergency information

Where appropriate, pupils with significant medical needs (e.g. allergies, epilepsy, diabetes, or emergency inhaler use) will also have a **medical poster** summarising essential information.

- The poster is displayed in a **staff-only area** behind keypad access.
- A **discreet classroom copy** may be kept in a staff-accessible area for quick reference.
- Electronic copies are stored securely on **Google Drive** and **Arbor** for authorised staff to access when needed.
- Parents provide consent for the display of posters in both staff-only and classroom areas.
- **Asthma Action Plans (AAPs)** are *not* displayed; they are stored **with the pupil’s inhaler**, in line with clinical guidance.

7.7 Review of IHPs

- IHPs are reviewed **at least annually**, or sooner if a pupil’s needs change.
- Reviews may be triggered by:

- medication changes
- changes to diagnosis
- recent hospitalisations
- presenting new symptoms
- parental request
- staff concerns.

All updates are logged on **Arbor** and the **Google Drive**, and staff are informed through usual communication channels.

8. Roles and Responsibilities

Effective support for pupils with medical conditions depends on clear roles and responsibilities. The following outlines how duties are shared within Crook Primary School.

8.1 Governing Body

The Governing Body ensures that:

- the school has an appropriate policy for supporting pupils with medical conditions;
- arrangements are in place to meet the needs of pupils with medical conditions;
- staff receive suitable training and are competent before taking responsibility for supporting a pupil with medical needs;
- the policy is reviewed regularly and reflects current guidance;
- pupils with medical conditions are not discriminated against or excluded from full school life.

8.2 Headteacher

The Headteacher is responsible for:

- ensuring all staff are aware of the school's policy and procedures;
- ensuring that systems are in place for identifying and supporting pupils with medical needs;
- ensuring sufficient trained staff are available to implement IHPs;
- overseeing the storage, administration and record-keeping of medication;
- ensuring appropriate insurance arrangements are in place;
- delegating day-to-day medical coordination to the Medical Lead/SENDCo.

8.3 Medical Lead/SENDCo

The Medical Lead coordinates medical provision across school, including:

- maintaining and updating the Staff Medical Needs List and Arbor records;

- coordinating the development, review and updating of Individual Healthcare Plans (IHPs);
- ensuring medical posters and emergency documents are in place (with consent);
- supporting staff in understanding pupils' needs;
- liaising with parents and health professionals where relevant;
- arranging staff training and confirming staff confidence/competency;
- ensuring medication storage systems are followed;
- ensuring supply staff receive essential medical information.

8.4 Office Team

The office team supports medical arrangements by:

- managing short-term medication arrangements (consent forms, storage, handover);
- ensuring medication is logged, checked on arrival and returned at the end of the day where appropriate;
- maintaining accurate consent and medical documentation on Arbor;
- informing the Medical Lead/SENDCo of any new medical information or changes;
- supporting communication with parents.

8.5 Teachers and Classroom Staff

Teachers and support staff are responsible for:

- familiarising themselves with the medical needs of pupils they work with;
- knowing how to respond in an emergency;
- following IHPs, medical posters and medical guidance;
- supporting pupils' access to the curriculum;
- checking that classroom emergency medication is present and accessible;
- communicating concerns or changes to the Medical Lead/SENDCo.

Classroom staff can access relevant IHPs via Arbor or Google Drive as required.

8.6 TAs

Where a class does not have a dedicated TA, the **phase TA** is responsible for:

- providing supply staff with essential medical information for the pupils in that class;
- ensuring they know where emergency medication is stored;
- communicating any updates to the Medical Lead.

8.7 Lunchtime Supervisors and Support Staff

They are responsible for:

- being aware of pupils with medical needs during lunch/break duties;
- following emergency procedures;
- alerting staff immediately if a pupil becomes unwell or requires medication.

8.8 Parents and Carers

Parents are expected to:

- provide up-to-date medical information and inform the school of any changes;
- provide medication in original, labelled packaging;
- complete consent forms for medication and posters where applicable;
- work with the school and health professionals to develop IHPs;
- collect and replace out-of-date medication when asked.

8.9 Pupils

Depending on age and ability, pupils are encouraged to:

- participate in decisions about their medical care;
- carry out self-management when appropriate (e.g. inhaler use);
- follow their medical routines safely.

9. Staff Training and Competency

Crook Primary is committed to ensuring that staff supporting pupils with medical conditions are confident, competent and well-informed. Training is proportionate, needs-led and based on the specific medical conditions present in school.

9.1 General Requirements

- Staff must receive **appropriate training** before taking responsibility for supporting a pupil with medical needs.
- Training is **needs-led**: only staff who work with a pupil or may need to respond in an emergency are trained in that child's condition.
- Training is delivered by:
 - Specialist nurses (e.g. diabetes, epilepsy, allergy teams),
 - The school nursing service,
 - External medical professionals (where required),
 - Online/verified training materials (e.g. Asthma UK videos) for low-risk self-management conditions.
- Training is refreshed **annually** or when:

- the pupil's needs change,
- new staff start working with the pupil,
- medication changes require updated procedures.

9.2 Condition-Specific Training

Staff must receive condition-specific training before supporting pupils who require:

- **Epilepsy rescue medication** (e.g. buccal midazolam)
- **Diabetes care**, including glucose monitoring or administering glucogel
- **Anaphylaxis management**, including the safe use of **adrenaline auto-injectors (AAIs)**
- Any other treatment requiring specialist clinical input

Asthma:

Specialist asthma training is **not** provided by the school nursing service.

Staff supporting pupils with asthma receive **asthma awareness training**, which includes:

- recognising symptoms of asthma and early signs of an attack
- common triggers in school
- correct use of reliever inhalers and spacers
- how to follow a pupil's Asthma Action Plan
- procedures for using the school's emergency inhaler

Asthma awareness training may be delivered through reputable online training (e.g. Asthma + Lung UK), in-school briefings or external training providers.

Only staff who have received the appropriate training for a specific condition may administer specialist emergency medication.

9.3 Emergency Medication Awareness for All Staff

All staff receive training on how to recognise and respond to medical emergencies.

This includes:

- identifying signs of anaphylaxis and how to seek support from trained AAI practitioners
- recognising asthma symptoms and following emergency inhaler procedures
- knowing how to support a pupil experiencing a diabetic hypo and alert trained staff
- recognising seizure activity and calling for trained staff immediately

Emergency inhaler training is provided to ensure staff know:

- where the school's emergency inhaler is stored
- when it should be used (e.g. pupil's own inhaler unavailable or ineffective)
- how to support a pupil in using a reliever inhaler/spacer

- when to call 999
- how to record its use and inform parents

This training ensures that staff can respond quickly and appropriately, while specialist medication is administered only by staff with the correct training.

10. Trips, Visits and Off-Site Activities

Crook Primary is committed to ensuring that pupils with medical conditions are fully included in trips, visits, swimming and off-site activities, with reasonable adjustments made where needed.

- Pupils with medical conditions are actively encouraged and supported to participate in all activities, including residentials, PE and swimming.
- Risk assessments for trips and visits will **take account of pupils' medical needs**, referring to IHPs and action plans where relevant.
- For each trip, the trip leader will ensure:
 - any required medication and equipment travels with the pupil
 - emergency medication (e.g. emergency inhaler) is available where appropriate
 - a named member of staff is responsible for medication on the trip
 - staff know how to contact emergency services and the school.
- Where a pupil has an IHP, the IHP will be consulted when planning the trip, and any necessary adjustments agreed with parents/carers in advance.
- Any medication administered off-site is recorded on return and parents/carers are informed, in line with the Administering Medicines Policy.

Further detail about *how* medication is packed, transported and recorded sits in the **Administering Medicines Policy**.

11. Emergency Situations

In a medical emergency, the **pupil's safety and prompt response** are the priority.

- Staff will follow the pupil's **Individual Healthcare Plan** and any specific emergency action plan (e.g. AAP, seizure plan, diabetes plan).
- Staff will summon help immediately and call **999** without delay where this is indicated.
- Emergency medication (e.g. AAls, emergency inhaler, epilepsy rescue medication, glucogel) is used in accordance with the Administering Medicines Policy.
- Staff who are trained to administer specific emergency medication will do so; other staff will support by calling for help, staying with the pupil and following instructions.
- After any emergency event:
 - parents/carers are informed as soon as possible
 - the incident is recorded

- relevant staff, the Medical Lead/SENDCo and Headteacher are informed
- IHPs or procedures are reviewed if necessary.

Crook Primary holds and uses **emergency inhalers** and **emergency AAls** in line with DfE guidance and the Administering Medicines Policy.

12. Attendance, Reintegration and Educational Access

- The school recognises that some pupils with medical conditions may experience periods of absence due to their health.
- Where absence is medically related, the school works with parents/carers and health professionals to **minimise unnecessary absence** and to support a successful return to school.
- On returning after a significant period of absence, a **reintegration plan** may be agreed, which could include:
 - a gradual increase in time in school
 - adjustments to timetable
 - emotional wellbeing support
 - review or creation of an IHP.
- Where a pupil is likely to be absent from school for **15 school days or more** (consecutive or cumulative) because of medical needs, the school will work with **Durham County Council's Education Health Needs arrangements** to ensure suitable education is provided until the pupil can return.

13. Monitoring and Review of Arrangements

- The **Medical Lead/SENDCo** monitors the effectiveness of medical arrangements, including:
 - accuracy of the Medical Needs List
 - use and review of IHPs
 - incidents involving emergency medication
 - staff feedback and training needs.
- Significant medical incidents or near-misses are reviewed with the Headteacher and, where appropriate, inform updates to practice or training.
- This policy is reviewed **annually**, or earlier, if DfE or Durham guidance changes.