Support for Pupils with Medical Conditions

RATIONALE

At Ludgershall Castle Primary School, we are committed to ensuring that all pupils with medical conditions, both physical and mental, 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.

Most pupils will experience a medical condition at some point that may prevent them from attending school for a short period. For others with long-term or recurring illnesses, access to education may be limited. It is therefore our duty to make reasonable adjustments and provide appropriate support to ensure equality of opportunity.

Some children with medical conditions may be considered disabled under the Equality Act 2010. Where this is the case, Ludgershall Castle Primary School and its Governing Body will comply fully with all duties under that Act. In addition, some pupils may have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health, social care and educational provision. This policy should therefore be read alongside our SEND Policy and the Special Educational Needs and Disability (SEND) Code of Practice.

THE POLICY

Roles and Responsibilities

The Headteacher

The Headteacher, in consultation with the Governing Body, staff, parents and carers, health professionals and the Local Authority, will determine whether Ludgershall Castle Primary School can meet a child's medical needs. The Headteacher is responsible for implementing this policy on a daily basis, ensuring that all procedures are clearly understood and followed, providing appropriate staff training, and maintaining effective communication with parents, pupils, staff and relevant health professionals. The Headteacher will also ensure that the school community is informed of the designated person responsible for medical care and will decide, following consultation, whether medication may be administered in school and by whom.

School Staff

All members of staff have a duty to maintain professional standards of care and to ensure that pupils are safe. Staff will be informed of any pupil's medical needs and any relevant changes to their condition. Information regarding medical needs is displayed securely in staff areas. There is no legal duty for staff to administer medication, and this remains a voluntary role.

Parents and Carers

Parents and carers are responsible for informing the school of their child's medical needs and any changes to their condition. They must complete a written request form if medication is to be administered in school. Medication should be provided in a clearly labelled container showing the child's name, the name of the medicine, dosage and frequency, storage requirements and expiry date. Parents and carers are also responsible for collecting and safely disposing of medication when it is no longer required.

The Governing Body

The Governing Body must ensure that arrangements are in place to support pupils with medical conditions and that school leaders work in partnership with parents, pupils, health and social care professionals to provide effective and inclusive support.

Medical Need

Where possible, parents and carers should administer medication at home. However, if it is necessary for medication to be taken during school hours, written parental consent and medical authorisation must be provided. Medication will normally be administered during breaks or lunchtimes unless medical advice dictates otherwise. Pupils will be informed where their medication is stored and who is responsible for administering it.

Short-Term Illness

Pupils who are clearly unwell should not attend school. The Headteacher may request that a child be kept at home if their condition is likely to affect others or hinder learning. Medication, including non-prescribed items such as cough mixtures, will be administered only at the Headteacher's discretion and following written parental consent. Parents must deliver and collect medicine daily from the school office.

Chronic or Long-Term Illness

Pupils with ongoing or recurring conditions may require prescribed or emergency medication such as antihistamines or EpiPens. A written consent form must be completed before any medication is administered. Where necessary, an Education Health and Care Plan (EHCP) or Individual Health Care Plan (IHCP) will be developed with support from the school nurse service. Pupils may wear medical alert jewellery, although this must be removed or covered during physical activity for safety reasons.

Acute Illness and Emergency Response

While staff are not legally obliged to administer medicines, they are expected to respond promptly and appropriately to a medical emergency. A primary assessment will be undertaken and appropriate action followed in line with the school's emergency procedures.

Impaired Mobility

Pupils may attend school with plaster casts or crutches if this has been approved by a GP or consultant. Adjustments will be made to routines, access arrangements or activities to ensure safety. A risk assessment will be completed for each case.

Administering Medication

All medicines will be securely logged and stored appropriately. Short-term, non-refrigerated medicines will be kept in a locked cupboard in the school or medical office. Refrigerated medicines will be kept in medical fridge in the staff room. Inhalers and similar items may be stored securely in a classroom cupboard.

Medication will only be administered when written parental consent has been provided. Each time medicine is administered, staff will record the date, time, and sign on the child's medicine sheet, which will already include the child's name, the name of the medicine, and its dosage. Records will be maintained securely in the school office.

Intimate or Invasive Treatment

Intimate or invasive treatment will only be undertaken with the Headteacher's approval and written parental consent. Two adults, one of whom must be of the same gender as the child, must be present during the administration of such treatment. All cases will be recorded and reviewed annually, and governors will be informed each year of any such treatments undertaken by staff.

Refusing Medication

If a pupil refuses medication, staff must not force them to take it. Parents or carers will be contacted immediately and the refusal recorded on the pupil's medical record.

Self-Administration

Pupils are not permitted to carry medication in school except in specific cases such as asthma inhalers or insulin, where self-administration is appropriate and has been agreed in advance.

Educational and Residential Visits

All pupils, including those with medical needs, should have access to school activities and visits. A risk assessment will be undertaken to ensure safety and to identify any additional arrangements required. Essential medication and relevant health care plans will accompany staff on visits. Parents will always be consulted prior to decisions regarding a child's participation in a visit.

Training

Staff will receive appropriate training to ensure that they are competent to carry out necessary medical procedures, including the administration of emergency medication such as EpiPens. All training will be recorded and updated as required.

Absence Due to Illness

Parents and carers must notify the school before 9.00 a.m. on the first day of a child's absence due to illness. Pupils must remain at home for forty-eight hours after the last episode of sickness or diarrhoea. The school follows Public Health England guidance on infection control in schools.

Pupils who are absent from school for more than fifteen school days due to medical needs will be monitored and supported by the designated member of staff in liaison with the Local Authority. The school will work closely with the Local Authority and relevant health professionals to ensure that appropriate education provision is made. Health Care Plans will be reviewed regularly, and reintegration will be carefully planned. The SENCO will be involved where medical absence affects educational progress.

Reintegration Following Illness

Where a pupil has been absent from school for an extended period, a staged reintegration plan may be arranged in consultation with the Local Authority, parents, health professionals and the pupil. Communication with the pupil will be maintained throughout their absence. Contact may include newsletters, updates via the school website, Class Dojo or Parent Mail, and communication with staff or peers.

Staff Indemnity

Ludgershall Castle Primary School fully indemnifies its staff against claims for alleged negligence, provided they are acting within the scope of their employment. This indemnity includes the administration of medication and any emergency medical action undertaken in accordance with a pupil's agreed care plan. The indemnity ensures that, in the unlikely event of a claim, any liability will rest with the school and not the individual employee.

IMPLEMENTING AND MONITORING

This policy will be reviewed every year to ensure that it continues to meet the general principle.

Date Approved:	September 2026
Approved By:	Governing Body
Next Review Date:	September 2027
Version No.:	2