



# Medical Needs Policy

**Reviewed: Jan 26**

**Next review: Jan 28**

# Medical Needs Policy



## 1. Policy Statement

London Fields Primary School is committed to ensuring that all pupils with medical conditions are properly supported so that they have full access to education, including educational visits, enrichment, and physical education. We aim to ensure pupils are safe, feel confident, and can participate fully in school life.

This policy is written to comply with the Department for Education (DfE) statutory guidance for maintained schools [Supporting pupils at school with medical conditions](#). It should be read alongside the school's Safeguarding and Child Protection Policy, SEND Policy, First Aid Policy, Attendance Policy, and the school's Complaints Policy.

London Fields will:

- Promote inclusion and remove barriers so pupils with medical conditions can achieve their best.
- Make reasonable adjustments so pupils are not put at a substantial disadvantage.
- Work in partnership with parents/carers, the School Nursing Service and other relevant professionals.
- Put clear systems in place for Individual Healthcare Plans (IHCPs), medicines, training, and emergency response.

London Fields will not:

- Send pupils home frequently or prevent participation in normal school activities unless this is specified in an IHCP.
- Leave an unwell pupil unaccompanied.
- Prevent pupils from drinking, eating, accessing the toilet, or taking breaks they need to manage their condition.
- Restrict timely access to prescribed emergency medication (e.g. inhalers, adrenaline auto-injectors).
- Penalise pupils for attendance relating to their medical condition (e.g. hospital appointments).
- Require parents/carers to routinely attend school to administer medicines or provide medical support (unless that is agreed to be in the child's best interests and recorded).
- Require parents/carers to accompany pupils on trips as a condition of participation unless the risk assessment indicates this is necessary.

## 2. Scope and Definitions

This policy applies to pupils with:

- Chronic or long-term conditions (e.g. asthma, diabetes, epilepsy, allergies/anaphylaxis).
- Short-term needs requiring support/medication in school.
- Mental health conditions where health support is required during the school day.

It does not cover self-limiting infectious diseases.



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### 3. Legal and Statutory Framework

This policy reflects the school's duties under:

- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- Education Act 1996 and Education Act 2002
- Children Act 1989 and Children Act 2004 (including Section 10 duty to co-operate)
- Health and Safety at Work etc. Act 1974
- Data Protection Act 2018 and UK GDPR
- DfE statutory guidance: *Supporting pupils at school with medical conditions*

### 4. Roles and Responsibilities

#### Governing Body

**The Governing Body is responsible for:**

- Ensuring arrangements are in place to support pupils with medical conditions and that this policy is implemented.
- Ensuring the policy is reviewed regularly and is readily accessible.
- Ensuring appropriate staff training is in place and that there are sufficient trained staff to meet needs, including on trips and during contingency/emergency situations.
- Receiving assurance (e.g. via reports) that systems for medicines, IHCPs, training and incidents are operating effectively.

#### Headteacher

**The Headteacher is responsible for:**

- Ensuring this policy is communicated, understood and implemented.
- Ensuring a whole-school culture of inclusion and safe practice.
- Ensuring IHCPs are developed, implemented and reviewed.
- Ensuring adequate staffing, training, and arrangements for cover.
- Ensuring staff know they are appropriately insured/indemnified for agreed medical support.

## Designated Medical Needs Lead

The Assistant Headteacher and School Business Manager are the Medical Needs Leads and are responsible for:



- Coordinating day-to-day arrangements for pupils with medical conditions.
- Being the key point of contact for parents/carers and health professionals.
- Maintaining the school's Medical Needs Register and ensuring it is shared appropriately.
- Ensuring IHCPs are produced, distributed on a need-to-know basis, and are accessible in an emergency.
- Coordinating staff training/competency records linked to IHCPs.

## All School Staff

All staff:

- Have a duty of care to pupils.
- Must be familiar with relevant IHCPs and emergency procedures for pupils they work with.
- Must follow the school's procedures for medicines and record keeping.
- Are expected to act promptly in an emergency and to seek help.

No member of staff will be required to administer medication or undertake healthcare procedures without appropriate training and competence.

## School Health Teams (City & Hackney School Nursing Service)

The School Nursing Service is responsible for:

- Notifying the school when a pupil has been identified as having a medical condition that will require support in school.
- Where possible, sharing this information before the pupil starts at the school to support effective transition planning.
- Supporting school staff with the implementation of Individual Healthcare Plans (IHCPs).
- Providing professional advice, guidance and liaison to support pupils' medical needs.



## Other Healthcare Professionals

Relevant healthcare professionals (including GPs, paediatricians and specialist nurses):

- Should notify the School Nursing Service when a pupil is identified as having a medical condition that will require support in school.
- May provide medical advice to inform the development and review of Individual Healthcare Plans.
- May advise on appropriate adjustments, emergency procedures and staff training requirements.

Relevant healthcare professionals (e.g. GPs, paediatricians, specialist nurses) may:

- Notify the School Nursing Service and/or school when a pupil is diagnosed with a medical condition requiring school-based support.
- Provide medical advice to inform IHCPs, including emergency procedures and reasonable adjustments.
- Support reviews of a pupil's medical needs where conditions change.

## Local Authority (London Borough of Hackney)

The London Borough of Hackney is responsible for:

- Commissioning the School Nursing Service for maintained schools and academies.
- Promoting cooperation between relevant partners (including governing bodies of maintained schools, academy proprietors, NHS bodies and other partners) under Section 10 of the Children Act 2004.
- Supporting the physical and mental health, well-being and educational outcomes of children and young people.
- Providing advice, guidance and access to appropriate training for school staff to ensure that support specified in Individual Healthcare Plans can be delivered effectively.
- Working with schools to support pupils with medical conditions to attend school full time wherever possible, including through alternative provision such as medical needs tuition where required.

## Parents/Carers

Parents/carers are responsible for:

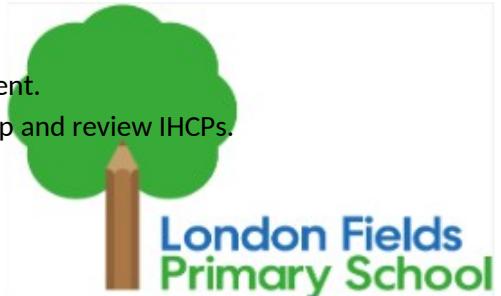
- Informing the school of any medical condition, diagnosis, symptoms and required support.
- Providing up-to-date information, medication and equipment (in date, labelled, and in the original container where required).
- Completing consent forms and providing clear written instructions.

- Ensuring the school is informed of changes to condition/treatment.
- Working with the school and healthcare professionals to develop and review IHCPs.

## Pupils

Pupils are encouraged, where appropriate, to:

- Take increasing responsibility for self-management appropriate to their age and stage.
- Inform an adult if they feel unwell, feel they need medication e.g. an inhaler, or notice symptoms.



## 5. Individual Healthcare Plans (IHCPs)

Not all pupils with medical conditions need an IHCP. An IHCP is normally required where:

- The condition is long-term, complex, or fluctuating.
- There is a risk of emergency intervention.
- Medicines/procedures are required during the school day.
- The condition significantly affects access to education or participation.

Where there is disagreement about whether an IHCP is needed, the Headteacher will take a final view, informed by evidence and professional advice.

### What an IHCP includes

Each IHCP will include, as appropriate:

- The medical condition, typical symptoms and triggers.
- Daily care requirements and reasonable adjustments.
- Medicines required in school (dose, timing, route), and storage/access.
- Who will provide support (named roles) and cover/contingency arrangements.
- Specific training requirements and confirmation of competence.
- Emergency symptoms, step-by-step emergency response and escalation.
- Arrangements for educational visits, PE/sport and clubs.
- How confidentiality will be managed.

### Development, sharing and review

- IHCPs are developed collaboratively with parents/carers and relevant healthcare professionals, and with pupil involvement where appropriate.
- The school is responsible for ensuring the plan is finalised and implemented.
- IHCPs are reviewed at least annually and sooner if needs change.

- Where relevant, IHCPs are linked to an Education, Health and Care Plan (EHCP).



## 6. Medical Needs Register and Information Sharing

- The school maintains a Medical Needs Register (including those requiring emergency medication) and vulnerable children list.
- Information is shared on a strict need-to-know basis to keep pupils safe while respecting confidentiality.
- Records are stored securely in line with UK GDPR and the Data Protection Act 2018.

## 7. Medication Management

### General principles

- Where clinically possible, medicines should be prescribed so they can be taken outside school hours.
- Medicines are administered in school only where it would be detrimental to a pupil's health or attendance not to do so.
- The school will not routinely administer non-prescribed medicines unless explicitly agreed in exceptional circumstances and with written consent.

### Consent

- Written parental consent is required for the administration of medicines.
- Pupils who self-carry/self-administer must have written permission and a clear plan for supervision and safe storage as appropriate.

### Accepting medication into school

#### The school will accept medicines only when:

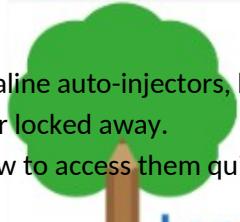
- They are in-date.
- They are provided in the original container (as dispensed), clearly labelled with the pupil's name, dosage, and instructions.
- Clear written instructions and emergency contact details are provided.

Insulin may be held in a pen/pump (still in date) rather than original packaging.

### Storage and access

- Medicines are stored safely according to instructions (including refrigeration where required).

- Emergency medicines and devices (e.g. inhalers, spacers, adrenaline auto-injectors, blood glucose testing equipment) must be readily accessible and never locked away.
- Pupils are informed of where their medicines are stored and how to access them quickly.



## **Administration and record keeping**

- Staff administer medicines in accordance with prescriber instructions and training.
- A written record is kept of all medicines administered (what, dose, route, time, and by whom), including any refusals.
- Medication checks are carried out regularly by the school office admin assistant (including expiry dates), and parents/carers are informed when replacement is needed.

## **Controlled drugs**

- Controlled drugs are stored securely in a non-portable container with access restricted to named staff.
- Controlled drugs remain accessible in an emergency.
- Accurate records are maintained of amounts received, administered and remaining.

## **Disposal**

- Unused/expired medicines are returned to parents/carers for safe disposal or taken to a local pharmacy for disposal.
- Sharps are disposed of using a sharps box.

## **8. Staff Training and Support**

- Training needs are identified through IHCP development and review.
- Training is delivered by an appropriate healthcare professional (e.g. School Nursing Service or specialist nurse).
- Staff are not expected to administer prescription medicines or undertake healthcare procedures without training and competence confirmation.
- The school maintains a training matrix/record, including refreshers.
- Medical needs arrangements form part of staff induction.

## **9. Emergency Procedures**

- Each relevant IHCP sets out what constitutes an emergency and the exact response.
- All staff know how to summon help (call 999 where required, and follow the school's internal emergency process).

- If a pupil is taken to hospital, a member of staff will accompany them and remain until a parent/carer arrives.
- After any emergency, the school will record the incident and review the IHCP and risk controls.



## 10. Reasonable Adjustments and Inclusion

The school, led by the Inclusion Lead, will make reasonable adjustments to ensure pupils with medical conditions are not disadvantaged, including:

- Adjustments to routines/timetables (e.g. snack/toilet breaks, rest periods).
- Access arrangements (e.g. seating, temperature control, access to water).
- Adjustments to PE and sport, where needed.
- Support for attendance and reintegration after illness/hospitalisation.

Adjustments are made in line with the Equality Act 2010 and the school's Accessibility Plan.

The member of staff responsible for ensuring that pupils with Educational Healthcare Plans (EHCP) or those on the Inclusion Register have proper access to education is the Assistant Headteacher for Inclusion. The Assistant Headteacher for Inclusion will be the person with whom parents/carers will discuss particular arrangements to be made in connection with the medical needs of a pupil. It will be their responsibility to pass on information to the relevant members of staff within the school. The Assistant Headteacher for Inclusion will liaise with other agencies and professionals, as well as parents/carers, to ensure good communication and effective sharing of information. This will enhance pupils' inclusion in the life of the school and enable optimum opportunities for educational progress and achievement.

## 11. Educational Visits, Clubs, Residential and PE

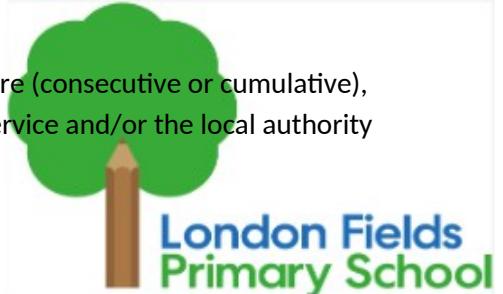
- Pupils with medical conditions are actively supported to participate.
- Risk assessments must include medical needs and the controls required (including medication access and trained staffing).
- Where relevant, IHCPs include visit-specific arrangements.
- Parents/carers will not be required to attend as a condition of inclusion unless the risk assessment identifies this as necessary.

## 12. Pupils with Health Needs Who Cannot Attend School

Where a pupil is absent due to health needs, the school will:

- Work with parents/carers and professionals to support continuity of education.
- Provide work and support in the short term where appropriate.

In Hackney, where a pupil is likely to be absent for 15 school days or more (consecutive or cumulative), the school will liaise with Hackney Education's Medical Needs Tuition Service and/or the local authority as appropriate to ensure alternative provision is considered.



## 13. Complaints

Concerns should be raised in writing with the Headteacher in the first instance. If unresolved, concerns may be escalated through the school's Complaints Policy.

## 14. Hackney-Specific Arrangements and Contacts

London Fields Primary School works with services commissioned/arranged by the London Borough of Hackney and partners to support pupils with medical conditions, including:

### School Nursing Service (City & Hackney)

- The school liaises with the School Nursing Service for advice, support with IHCP development, training, and liaison with healthcare professionals.
- The Medical Needs Lead coordinates referrals/requests for support as appropriate and maintains communication with the allocated school nurse.

### Hackney Education - Medical Needs Tuition Service (MNTS)

- Where a pupil is unable to attend school for medical reasons for 15 school days or more (consecutive or cumulative), the school will liaise with MNTS and the local authority in line with local processes.

### Supervised Medication (Hackney Education)

- The school's supervised medication procedures align with local guidance about pupils taking medicines in school with written permission and instructions.

## 15. Monitoring, Assurance and Review

### Monitoring

The Headteacher, Medical Needs Leads, SENCO and clubs lead monitor:

- Completion, quality, accessibility and review dates of IHCPs.
- Training records and competency sign-offs.
- Medicines records, storage checks and expiry monitoring.

- Incident logs and follow-up actions.
- Inclusion in visits, PE and clubs.

## Governing body assurance

The Governing Body receives appropriate assurance (for example, an annual report) covering:



- Number of pupils with IHCPs.
- Training compliance and refreshers.
- Incident patterns and improvement actions.
- Any complaints and outcomes.

## Review

This policy is reviewed every two years or earlier if statutory guidance/local arrangements change.



# Appendix A - Asthma and Emergency Salbutamol Inhaler Procedures

## A1. School Approach to Asthma

Asthma is a common, serious, but controllable condition. The school aims to support pupils with asthma to participate fully in school life by ensuring:

- A regularly updated Medical Needs Register including pupils diagnosed with asthma or prescribed a reliever inhaler.
- Immediate access to reliever inhalers as required.
- Staff awareness and training.
- A clear response to asthma symptoms and asthma attacks.

## A2. Medical Needs Register and IHCPs

- Pupils with asthma are recorded on the Medical Needs Register.
- An IHCP is in place where needed, including triggers, typical symptoms, and response steps.
- Parents/carers provide the pupil's reliever inhaler (and spacer if prescribed) and complete written consent for school arrangements.

## A3. Pupils' Inhalers

- Reliever inhalers must be accessible quickly and easily.
- Supervision levels depend on the pupil's age and competence.
- If staff have concerns about a pupil's inhaler technique or control of symptoms, parents/carers will be advised to seek a review with their GP/asthma nurse and (where appropriate) the School Nursing Service may be consulted.

## A4. Emergency Salbutamol Inhaler (School Supply)

The school maintains an emergency salbutamol inhaler kit in line with national guidance. The kit includes:

- A salbutamol metered dose inhaler.

- Compatible spacer(s).
- Clear instructions for use, cleaning and storage.
- A list of pupils with parental consent for use of the emergency inhaler.
- A record sheet for administration.



## Use of the emergency inhaler

The emergency salbutamol inhaler will only be used for pupils:

- Diagnosed with asthma and prescribed a reliever inhaler, or prescribed a reliever inhaler, and
- For whom written parental consent for use of the emergency inhaler has been provided.

Parents/carers will be informed if the emergency inhaler is used.

## Maintenance checks

The emergency kit is checked regularly by the school office admin assistant to ensure:

- The inhaler is present, in working order, and in date.
- Adequate doses remain.
- Spacers are available.

Spacers are single pupil use; a spacer is not re-used between pupils.

## A5. Managing Asthma Day-to-Day

Common day-to-day symptoms may include:

- Dry cough
- Wheeze
- Shortness of breath
- Tight chest

Pupils should be supported to use their reliever inhaler as required and to rest. Day-to-day symptoms do not usually require being sent home unless indicated in the IHCP.

## A6. PE, Sport and Activities

- Pupils with asthma are encouraged to participate fully.
- Staff should be aware which pupils have asthma.
- Pupils whose asthma is triggered by exercise may be reminded (as appropriate) to use their reliever inhaler before activity.

- Medical boxes containing inhalers are taken to the location of the PE lesson/sporting activity and are easily accessible.
- Pupils may use inhalers during activity when needed.



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## **A7. Recognising and Responding to an Asthma Attack**

If a pupil displays symptoms of an asthma attack (e.g. persistent cough at rest, wheeze at rest, difficulty breathing, unable to speak in full sentences, exhaustion, blue/white tinge around lips), staff should:

1. Keep calm and reassure the pupil.
2. Sit the pupil upright and slightly forward.
3. Use the pupil's own reliever inhaler with spacer; if unavailable, use the emergency inhaler (if consented).
4. Help the pupil take 2 puffs, one at a time (with 10 breaths per puff where possible), shaking the inhaler between puffs.
5. If there is no improvement, repeat up to a total of 10 puffs.
6. Inform the office staff to phone 999 immediately if the pupil is distressed, worsening, or you are concerned at any time (do not wait to reach 10 puffs). If off site, staff phone 999 immediately themselves.
7. If the ambulance has not arrived in 10 minutes and the pupil is still unwell, give another 10 puffs in the same way.
8. Inform parents/carers and record the incident.

A member of staff will accompany a pupil to hospital and remain until a parent/carer arrives.

**Reviewed: September 2026**

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