



Tudhoe Colliery Primary School
Supporting Pupils with Medical Conditions
2026-2027

The named member of school staff responsible for this medical conditions policy and its implementation is:

NAME: Miss Boustead

ROLE: Headteacher

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Academic Year 2026–27

1. Purpose and statutory framework

- Tudhoe Colliery Primary is committed to supporting pupils with medical conditions so that they can access education safely, confidently and fully. The school will work in partnership with pupils, parents/carers, healthcare professionals, the governing body/proprietor and relevant services.
- This policy is based on the Department for Education statutory guidance Supporting pupils with medical conditions at school (updated 16 August 2017), issued under section 100 of the Children and Families Act 2014. The guidance remains the current DfE statutory guidance for schools. The school will have regard to it when making arrangements for pupils with medical conditions.
- Our school will also comply with the statutory Allergy Safety in Schools guidance published by the Department for Education on 6 July 2026 and maintain a separate Allergy Safety Policy.
- This policy should be read alongside the school's Managing Medication Policy, Allergy Safety Policy, First Aid Policy, SEND Policy, Safeguarding and Child Protection Policy, Health and Safety Policy and educational visits procedures.

2. Our principles

- Pupils with medical conditions will be supported so that they can participate fully in all aspects of school life wherever reasonably possible.
- No pupil will be denied admission or prevented from attending because arrangements for their medical condition have not yet been made.
- Tudhoe Colliery Primary will focus on the individual needs of each pupil; pupils with the same medical condition may have different support needs.
- The views of the pupil, where appropriate, and their parents/carers will be central to planning support.
- Tudhoe Colliery Primary will make reasonable adjustments where required to support pupils with disabilities and medical conditions.
- Medical needs will be considered in teaching, attendance, behaviour, physical activity, educational visits, residential visits and extracurricular activities.
- Pupils will not be unnecessarily excluded from activities because of a medical condition. Risk assessments and appropriate adjustments will be used to enable participation.
- We will maintain confidentiality while ensuring that staff who need relevant information have access to it.

3. Roles and responsibilities

Governing body / Trust

- Ensure arrangements are in place to support pupils with medical conditions and that this policy is implemented effectively.
- Ensure sufficient suitably trained and competent staff are available to support pupils, including contingency arrangements for staff absence and turnover.
- Ensure the policy is readily accessible to parents/carers and staff and is reviewed regularly.
- Ensure the school has appropriate arrangements for Individual Healthcare Plans (IHPs), medication, emergency support and educational visits.

Headteacher

- Have overall responsibility for ensuring the policy is implemented.
- Ensure staff are aware of their roles and that relevant staff know about pupils' medical conditions.
- Ensure sufficient trained staff are available to implement IHPs and respond in emergencies.
- Ensure appropriate liaison with school nursing and other healthcare professionals where required.
- Ensure medication and medical equipment are managed in line with the Managing Medication Policy.

SENCO / designated medical lead

- Maintain the central register of IHPs and coordinate the school's medical-condition arrangements.
- Coordinate the development and review of IHPs with pupils, parents/carers, staff and healthcare professionals as appropriate.
- Ensure relevant staff can access the information they need.
- Coordinate training and monitor whether arrangements remain appropriate.
- Liaise with the Headteacher and relevant external professionals when additional support is required.

School staff

- Any member of staff may be asked to support a pupil with a medical condition, including administering medication, but staff cannot be required to do so.
- Staff who agree to administer medication or provide specific medical support must receive appropriate information, instruction and training and achieve the required competence.
- Staff must follow the pupil's IHP, emergency plan and the Managing Medication Policy.
- Staff should know what to do if a pupil becomes unwell or requires emergency support and should report concerns promptly.

Parents/carers and pupils

- Provide accurate, up-to-date information about the pupil's medical condition, treatment and support needs.
- Provide medication and equipment in accordance with school procedures and ensure it is in date.
- Contribute to IHP development and review.
- Inform school promptly of changes to medication, treatment or the pupil's medical condition.
- Where appropriate, pupils will be supported to understand and progressively manage their own medical condition.

Healthcare professionals

- Provide advice and information to support the development and review of IHPs.

- Advise on appropriate staff training and competence where required.
- Liaise with the school and family as appropriate.

4. Individual Healthcare Plans (IHPs)

- An IHP will be considered where a pupil has a medical condition that requires support or arrangements beyond routine school practice. The decision to create an IHP will be based on the individual pupil's needs.
- An IHP will normally be developed with the pupil, where appropriate, parents/carers, a designated member of school staff and relevant healthcare professionals. It should be clear, practical and accessible to the staff who need to use it.

An IHP may include:

- the pupil's medical condition and its impact on school life;
 - medication and treatment required during the school day;
 - symptoms, warning signs and known triggers;
 - what constitutes an emergency and the action staff should take;
 - emergency medication and where it is stored;
 - the staff responsible for providing support and any training required;
 - arrangements for lessons, PE, playtimes, clubs, educational visits and residential visits;
 - reasonable adjustments and support needed to enable full participation;
 - arrangements for attendance and periods of illness or recovery;
 - arrangements for self-management where appropriate;
 - contact arrangements and review dates.
- IHPs will normally be reviewed at least annually and sooner where the pupil's medical condition, treatment, medication or support needs change. A review may also be triggered by a significant incident, a change in healthcare advice or concerns about the effectiveness of current arrangements.

5. Communication, confidentiality and information sharing

- Relevant staff will be informed about pupils' medical conditions and the practical steps they need to take to keep pupils safe.
- Information will be shared on a need-to-know basis and handled in accordance with data protection and safeguarding requirements.
- Parental/carer consent will be sought where appropriate; however, consent is not a prerequisite where information must lawfully be shared to protect a pupil or respond to an emergency.
- Supply and temporary staff will be given relevant information about pupils with medical conditions for whom they have responsibility.
- Tudhoe Colliery Primary will ensure that information is available to staff who may need to respond in an emergency.

6. Medication and medical equipment

Detailed operational procedures for accepting, storing, administering, recording and disposing of medication are contained in the school's Managing Medication Policy. That policy should be followed alongside this policy.

- Medication must be in date, appropriately labelled and supplied in accordance with the school's medication procedures.
- Emergency medication must be readily accessible and must not be locked away in a way that prevents timely access.
- Medication must not be stored in first-aid boxes.
- Medication requiring refrigeration will be stored securely in the designated medication fridge.
- Controlled drugs will be stored securely and administered only by appropriately trained staff.
- The school will maintain accurate records of medication administered, including date, time, dose and the staff member administering it.
- A pupil will not be forced to take medication. Refusal will be managed in accordance with the Managing Medication Policy and the pupil's IHP.
- Medication errors, missed doses, adverse reactions and significant incidents will be dealt with promptly and recorded.

7. Emergency medication and emergency procedures

The school will ensure that staff understand what constitutes an emergency for individual pupils and know the action required.

- Emergency medication and equipment, such as inhalers, adrenaline auto-injectors, diabetes equipment and emergency epilepsy medication, will be readily accessible wherever the pupil is in school and during relevant off-site activities.
- Emergency medication will accompany pupils when they move to locations where it may be required, in accordance with the IHP and risk assessment.
- Staff will know where emergency medication is stored and how to access it.
- Appropriately trained staff will administer emergency medication in accordance with the pupil's IHP and medical instructions.
- Emergency services will be contacted where required. Staff should not delay emergency treatment while completing records or contacting parents/carers.
- Emergency incidents will be recorded and reviewed to identify whether procedures, training or risk assessments need to change.

7. Allergy safety

Tudhoe Colliery Primary will comply with the statutory Allergy Safety in Schools guidance published by the Department for Education on 6 July 2026. The school will maintain and publish a separate Allergy Safety Policy and review it at least annually.

- Pupils with allergies will be identified and supported through appropriate arrangements, including an IHP where required.
- All staff will receive appropriate allergy safety awareness training and staff who may need to respond to anaphylaxis will receive the required practical training.
- Prescribed adrenaline auto-injectors (AAIs) will be readily accessible in accordance with the pupil's IHP.
- The school will consider allergy risks in curriculum activities, food provision, educational visits, residential visits and other school activities.
- Serious allergic incidents and relevant near misses will be recorded and reviewed so that lessons can be learned and arrangements improved.
- The school will follow the statutory Allergy Safety Policy and related DfE guidance alongside this policy.

9. Staff training and competency

Training will be proportionate to the medical conditions present in school and the roles undertaken by staff. The school will maintain records of relevant training.

- Staff will receive general information about relevant medical conditions and emergency procedures.
- Staff responsible for specific medical support will receive appropriate condition-specific training.
- Training will be refreshed when required by the relevant healthcare professional, medication, condition or school arrangements.
- New staff and supply staff will receive relevant information as part of induction or before they take responsibility for a pupil with medical needs.
- Training needs will be reviewed following incidents, near misses, changes in treatment or changes to IHPs.

10. Attendance, curriculum and participation

- Tudhoe Colliery Primary school will work with families and healthcare professionals to minimise the educational impact of medical conditions.
- Frequent absence, fatigue, pain, medication effects or reduced concentration may be associated with a pupil's medical condition and will be considered when planning support.
- Where a medical condition affects learning or access to education, the school will consider SEND support and reasonable adjustments as appropriate.
- Pupils will be supported to participate in PE, sport, play, clubs and other activities unless there is clear medical advice that they should not do so.
- Where adjustments are required, these will be identified through the IHP and/or risk assessment.

11. Educational visits and residential activities

- Medical needs will be considered as part of the planning and risk-assessment process for all relevant off-site activities.
- Medication, medical equipment, food and emergency supplies required by individual pupils will accompany them.
- Staff responsible for pupils will know what support is required and how to respond in an emergency.
- Emergency medication must remain readily accessible and must not be left inaccessible in a vehicle or locked storage.
- Parents/carers and relevant healthcare professionals will be consulted where additional arrangements are needed.
- No pupil will be excluded from a visit solely because they have a medical condition where appropriate adjustments can reasonably enable safe participation.

12. Risk management and triggers

- Tudhoe Colliery Primary school will identify known triggers or factors that may worsen a pupil's medical condition and put appropriate controls in place.
- Individual triggers and emergency responses will be recorded in the IHP where appropriate.
- Risk assessments will be reviewed following significant incidents, changes in medical advice or changes to the pupil's needs.
- Tudhoe Colliery Primary school will balance safety with the pupil's right to participate fully in school life.

13. Record keeping and monitoring

- Tudhoe Colliery Primary school will maintain a central register of pupils with IHPs, overseen by the designated medical lead/SENCO, Amy Addison.
- Medication administration records will be maintained in accordance with the Managing Medication Policy.
- Training records will be maintained and monitored.
- IHPs will be reviewed at least annually and when circumstances change.
- Medical incidents and relevant near misses will be recorded and reviewed.
- Tudhoe Colliery Primary school will monitor the effectiveness of its arrangements and use feedback from pupils, parents/carers, staff and healthcare professionals where appropriate.

14. Complaints and concerns

- Parents/carers or pupils who are dissatisfied with the support provided should raise concerns with the Headteacher in the first instance. The school's complaints procedure will apply where a concern cannot be resolved informally.

15. Review

This policy will be reviewed annually and sooner where there are changes to legislation, statutory guidance, medical advice, school procedures or the needs of pupils.

Policy owner: Headteacher / Designated Medical Lead

Review date: September 2027

Appendix 1 – IHP development process

- Identify the pupil's medical condition and support needs.
- Gather information from the pupil, parents/carers and relevant healthcare professionals.
- Decide whether an IHP is required.
- Identify medication, equipment, emergency procedures, reasonable adjustments and staff training requirements.
- Agree roles and responsibilities and identify contingency arrangements.
- Share relevant information with staff who need it.
- Implement the IHP and monitor its effectiveness.
- Review at least annually or sooner if needs change.

Appendix 2 – Key alignment with the Managing Medication Policy

- This policy sets out the Tudhoe Colliery Primary's strategic arrangements for supporting pupils with medical conditions.
- The Managing Medication Policy provides the detailed operational procedure for medication.
- Where the two policies refer to medication, the Managing Medication Policy should be followed for the practical administration process.
- Where an individual pupil has an IHP, the IHP takes account of the pupil's specific medical needs and emergency arrangements.
- Emergency medication remains readily accessible and is not routinely returned home at the end of each day where it is required for immediate access.
- Staff are not required to administer medication; staff who undertake this role must have appropriate information, training and competence.
- Medication administration, refusal, errors, missed doses and adverse reactions are recorded and managed in accordance with the Managing Medication Policy.