



Rowland Hill Nursery School &
Children's Centre



HEYSA

Haringey Early Years
School Alliance



Woodlands Park Nursery School &
Children's Centre

Supporting Children with Medical Conditions Policy

(Including administering medication in the long term)

Date Adopted	September 2026
Next Review	September 2028
Status	This policy is reviewed every 2 years by the resources committee
Headteacher Signature	
Chair of Governors Signature	<i>J A Perryman</i>



At HEYSA we wish to promote the health and wellbeing of all children. We understand the importance of good attendance at school and so this policy support children who may have medical needs in the short or long term.

Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- Medical and allergy needs form part of safeguarding. Staff will share relevant health information with the DSL/DDSL, and patterns of illness or repeated medical incidents will be monitored as potential safeguarding indicators.

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring Individual Healthcare Plans (IHPs)

The named person with responsibility for implementing this policy is the Head of School with support from the SENCO

Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions and EYFS Statutory Framework group and school based from September 2026

Roles and responsibilities

The governing body

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Executive Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that all staff are trained to be paediatric first aiders and able available to implement this policy and deliver against all Individual Healthcare plans (IHPs), including in contingency and emergency situations.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.

The Head of School

- Take overall responsibility for the development of IHPs.
- Ensure the medical team first aid officers or SENCO contacts the school nursing service, health visiting service or appropriate health professional in the case of any pupil who has a medical condition that may require support at school.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions; this includes the administration of medicines.

Those staff who takes on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers and the key person will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

Children

Children with medical conditions can provide information about how their condition affects them. Children can be involved in discussions about their medical support needs and contribute as much as possible to the development of their IHP (if and when is developmentally appropriate). They are also expected to comply with their IHPs.

School nurses, health visitors and other healthcare professionals

Our school nursing service health visiting service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the child starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses/health visitors and notify them of any children identified as having a medical condition.

Equal opportunities

Our school is clear about the need to actively support children with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, children, their parents and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place as soon as

possible within 2 weeks, or by the beginning of the relevant term for children who are new to our school. See Appendix 1.

Individual Healthcare Plans

The Executive Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Head of School, SENCO and lead first aiders.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom
- Set out on a school healthcare plan format relevant to condition

Not all children with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, health visitor, specialist or paediatrician, who can best advise on the child's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition or health need and how much support is required. The following will be considered when deciding what information to record on IHP:

- The medical condition, its triggers, signs, symptoms and treatments
- The child'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, e.g. outdoor conditions, access to spaces.
- Specific support for a child's educational accessibility, social and emotional needs. For example, how absences will be managed, sleep, rest periods or toileting.
- The level of support needed, including in emergencies.
- Who will provide 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 Head of School for medication to be administered by a member of staff.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school activities that will ensure the child can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.
- The school's are moving towards using Medical Tracker software to manage medical and first aid. This software will manage accidents and record illnesses using a paperless system.

Managing medicines

As stated in the EYFS statutory framework (paragraph 3.54)

- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer.
- Providers must keep a written record each time a medicine is administered to a child and inform the child's parents and/or carers on the same day the medicine has been taken, or as soon as reasonably practicable.

The school will only accept prescribed medicines that are:

- Labelled with the child's name
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.
- Children must have taken antibiotics at home for 24 hours before they can be administered at school. Other routine medication can be given in school after one dose has been given at home (including non-prescribed medication).

Non-prescribed medication

The school will only accept **unopened**, non-prescribed medication for ailments where medical exclusion from school is not recommended/required such as teething, mild allergies and eczema.

The school cannot give non- prescribed medication for illnesses and viruses where medical exclusion from school is recommended/required.

We advise parents to visit this webpage for more information and guidance [Is my child too](#)

[ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk)

HEYSA follows NHS guidance about infections/viruses to advise parents and keep the school community safe [Managing specific infectious diseases: A to Z - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Please speak to the deputy headteacher if you have any questions.

When bringing in medication for a child, parents can obtain a consent form from reception (see appendix 2).

All medicines will be stored safely. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to staff and not locked away.

All medicines are checked each half term and parents are notified when a child's medication will soon expire to request a replacement.

If medication requirements change for the child, parents must inform the school. They will be informed of this when completing the IHP for their child.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed and where possible.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Executive Headteacher/first aid lead. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs.

Record keeping

The governing body will ensure that written records are kept of all medicine administered to children. Parents will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of. The Key Person will keep a copy.

Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The school's insurance policy is through Haringey Council. The insurance policy is on display in the main reception area.

Complaints

Parents with a complaint about their child's medical condition should discuss the matter directly with the Headteacher, following the school's complaints procedure.

Monitoring arrangements

This policy will be reviewed and approved by the governing board every two years.

Links to other policies

This policy links to the following policies:

- Accessibility plan
- Allergy
- Asthma
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

[Haringey Early Years School Alliance - Our HEYSA Policies](#)

Appendix 1: Being notified a child has a medical condition

1	Parent or healthcare professional tells a member of staff in the school that a child has • A new diagnosis • Is due to start at the school • Is due to return to school after a long period of absence Health or medical needs have changed in the short or long term
2	SENCO or lead first aider coordinates a meeting with parents and health professionals (if appropriate).
3	In a meeting, create an Individual Healthcare Plan (IHP). Parents and school staff sign the plan.
4	Identify any training needs for school staff, staff complete training a set dates for renewal if required.
5	Implement the Individual Healthcare Plan (IHP) and circulate information to all staff through morning briefing session.
6	Review the Individual Healthcare Plan (IHP) if child's needs change or parent or school staff feel that the plan needs reviewing (at least annually)
7	Pass medical information on at key transition point within school and when a child leaves the school.

Appendix 2

THE SCHOOL WILL NOT GIVE YOUR CHILD MEDICINE UNLESS YOU COMPLETE AND SIGN THIS FORM, AND WHERE APPROPRIATE FORM AOM 1A WHICH SHOULD BE COMPLETED BY THE GP

Details of Pupil

Surname.....

Forename(s)

Address

M/F.....

.....

Date of Birth

.....

Class/Form

Condition or illness

Name/Type of Medication (as described on container)

For how long will your child take this medication

Date dispensed

Full Directions of use

Dosage:

Timing:

Special Precautions:

Side Effects:

Self Administration:

Procedures to take in an Emergency:

Contact details:

Name.....Daytime

Relationship to Pupil: Telephone No.....

Address:

.....

I understand that I must deliver the medicine personally to [agreed member of staff] and accept that this is a service which the school is not obliged to undertake

Date:..... **Signature**.....

Relationship to pupil.....

