



# Supporting Pupils with Medical Needs Policy

Kingsway Primary School

## Policy Title

Supporting Pupils with Medical Needs Policy (including Administration of Medicines)

## Term & Status

Autumn 2025 | **Statutory Policy** | Review Cycle: Annual

*"Inspired to make a difference together — each child thrives from the moment they arrive."*

# Policy Control Information

This policy has been adopted by the Governing Body of Kingsway Primary School and applies to all pupils, staff, and visitors on school premises and during off-site educational activities.

| Field                                  | Detail                                                                                                                                                                                |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Headteacher                            | Kate Baskeyfield                                                                                                                                                                      |
| Deputy Headteacher                     | Claire Lowe                                                                                                                                                                           |
| Chair of Governors                     | Helen Johnson                                                                                                                                                                         |
| Date Adopted                           | [To be completed at Full Governing Body meeting]                                                                                                                                      |
| Review Date                            | Annual — by end of Summer Term each year                                                                                                                                              |
| Review Frequency                       | Annual (in line with DfE draft statutory guidance, March 2026)                                                                                                                        |
| Statutory Basis                        | Section 100, Children and Families Act 2014; Equality Act 2010; SEND Code of Practice 2015; Health and Safety at Work etc. Act 1974; Children Act 1989 s.3                            |
| Written By                             | Kate Baskeyfield                                                                                                                                                                      |
| Previously Known As                    | Managing Medical Conditions and Medicines Policy                                                                                                                                      |
| Related Policies                       | Intimate Care Policy; Health and Safety Policy; Asthma Policy; SEND Policy; Allergies Policy; Allergy Policy; Safeguarding and Child Protection Policy; First Aid Policy; EYFS Policy |
| Published on Website                   | Yes                                                                                                                                                                                   |
| Designated Governor (Additional Needs) | Helen Johnson (Chair of Governors)                                                                                                                                                    |

# Our Vision and Values

At Kingsway Primary School, we believe that every child deserves to thrive — academically, socially, and emotionally — from the moment they arrive with us. Our mission is simple:

**"Inspired to make a difference together — each child thrives from the moment they arrive."**

This policy is an expression of that commitment. We will never allow a medical condition to become a barrier to a child's full participation in school life. Our four core values guide everything we do:

## Togetherness

We work as a community: pupils, families, staff, and health professionals, all pulling in the same direction.

## Difference

We celebrate and respect that every child's needs are unique. We do not assume that two children with the same diagnosis need the same support.

## Passionate About Learning

We are committed to removing every barrier so that pupils with medical needs can access the full curriculum and all school activities.

## Inspired to Grow

We support pupils to develop confidence in managing their own health needs, building independence and resilience for life.

# Introduction and Scope

Kingsway Primary School is committed to ensuring that all pupils with medical conditions receive appropriate care, support, and inclusion at school. Every pupil has an entitlement to a full-time education, or as much as their medical condition allows.

## Legislative Framework

This policy has been developed in line with the following statutory and regulatory requirements:

### Children and Families Act 2014, Section 100

The statutory duty (in force from 1 September 2014) requiring governing bodies to make arrangements for supporting pupils with medical conditions at their school.

### DfE Statutory Guidance

Supporting pupils at school with medical conditions (2014, updated 2017) and the DfE Draft Statutory Guidance "Supporting children and young people with medical conditions and allergy" (March 2026), updated in the July 2026 Government Consultation Response.

### Equality Act 2010

Including the duty to make reasonable adjustments for disabled pupils. The UN Convention on the Rights of the Child, Article 28 affirms every child's right to education.

### Additional Legislation

SEND Code of Practice 2015 (0–25 years); Health and Safety at Work etc. Act 1974; Children Act 1989, s.3; Keeping Children Safe in Education (current edition).

 **Definition of 'Medical Condition':** A medical condition is a specific physical or mental health issue or illness that can be diagnosed by a healthcare professional based on symptoms, tests, or examination. This includes chronic or short-term conditions, long-term health needs or disabilities, illness, injury, or recovery from treatment or surgery. Being 'unwell' and common childhood illnesses are not covered by this policy.

This policy applies to all pupils on roll, including those with Education, Health and Care Plans (EHCPs), and covers all school activities on and off site.

# Our Inclusive Approach

At Kingsway, we take a proactive, whole-school approach to inclusion. We do not wait for a formal diagnosis before putting support in place — we respond to need. We recognise that medical conditions may not be visible, may fluctuate, and that children may downplay or mask their difficulties.

We are committed to the following principles, which underpin every decision we make under this policy:



## Removing Barriers to Participation

In lessons, trips, clubs, and all school activities — no pupil should be on the sidelines because of their health needs.



## Protecting Dignity and Human Rights

Every pupil is treated with respect and privacy at all times. Medical needs are handled sensitively and without unnecessary disclosure.



## Partnership with Families and Health Professionals

We work closely with parents, carers, and medical professionals to reach a shared understanding of each child's needs and to co-produce meaningful support plans.



## Emotional Wellbeing, Not Just Physical Health

We actively promote the emotional and social wellbeing of pupils with medical conditions, recognising the psychological impact that health needs can have on confidence and belonging.

This policy does not discriminate on any grounds, including but not limited to: ethnicity, nationality, religion or belief, sex, gender reassignment, pregnancy and maternity, disability, or sexual orientation.

# Section 1: Key Roles and Responsibilities

## The Governing Body

The Governing Body of Kingsway Primary School takes overall responsibility for ensuring this policy is in place, implemented effectively, and reviewed at least annually. **Helen Johnson (Chair of Governors)** is the designated governor with responsibility for pupils with additional needs.

- Ensure all pupils with medical conditions can play a full and active role in all aspects of school life, including visits, trips, and sporting activities
- Ensure the policy clearly identifies roles and responsibilities and does not discriminate on any grounds
- Ensure relevant training is delivered to a sufficient number of staff and that they are signed off as competent
- Ensure written records are kept of all medicines administered to pupils
- Ensure procedures are in place for emergencies and that the policy covers arrangements for pupils who are competent to manage their own health needs
- In the absence of the Headteacher, **Claire Lowe (Deputy Headteacher)** holds responsibility for the oversight and implementation of this policy.

## The Local Authority (Trafford)

- Promotes co-operation between relevant partners regarding supporting pupils with medical conditions
- Provides support, advice, guidance, and training to schools to ensure Individual Healthcare Plans (IHCPs) are effectively delivered
- Works with schools to ensure pupils who are out of school for 15 days or more due to health needs receive a suitable education

## The Headteacher, SENCo, and Senior Leadership Team

The Headteacher (**Kate Baskeyfield**) and SENCo hold overall responsibility for implementing this policy. In the absence of the Headteacher, **Claire Lowe (Deputy Headteacher)** assumes full oversight responsibility. Day-to-day operational leadership is shared across the Senior Leadership Team, all of whom hold accountability alongside class teachers for the support of children with medical needs.

|                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Claire Lowe</div> <div><i>Deputy Headteacher</i></div> <div>Assumes full oversight of this policy in the Headteacher's absence; holds shared accountability alongside all SLT members and class teachers for the support of pupils with medical needs.</div> | <div>Paul Walker</div> <div><i>Assistant Headteacher for Inclusion</i></div> <div>Strategic lead for all pupils with a barrier to learning, including those with medical conditions; lead teacher for the small specialist classes.</div> | <div>Elizabeth Dunstan</div> <div><i>Pastoral Lead &amp; SEND Family Liaison</i></div> <div>Key point of contact for families; supports the development and review of IHCPs; liaises with external health and SEND professionals.</div> | <div>Gareth Dale</div> <div><i>Relational Behaviour Lead &amp; Lunchtime Lead</i></div> <div>Ensures consistent, relational support for pupils with medical conditions throughout the school day, including at lunchtime and in the small specialist classes.</div> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Together, the Headteacher, SENCo, and the above named leaders will: draft, communicate, and review this policy with all staff; manage day-to-day implementation; liaise with healthcare professionals regarding training requirements; develop and oversee IHCPs; ensure a sufficient number of trained staff are available in normal, contingency, and emergency situations; maintain confidentiality in line with UK GDPR; and assign appropriate accommodation for medical treatment and care.

- Hold shared accountability alongside class teachers for the support of all children with medical needs across the school

## Benedict's Law — Allergy Safety Responsibilities

- The school designates a named senior lead for allergy safety, in line with the DfE Statutory Guidance on Allergy Safety in Schools (September 2026) and the requirements of Benedict's Law (Children's Wellbeing and Schools Act 2026)
- The Senior Leadership Team holds collective responsibility for ensuring the school's allergy safety arrangements are in place, reviewed, and communicated to all staff
- All staff — including supply, agency, and support staff — will receive allergy awareness training covering: recognition of anaphylaxis symptoms; emergency response procedures; and the safe handling and administration of adrenaline auto-injectors (AAIs)
- The school maintains spare adrenaline auto-injectors (AAIs) on site for emergency use, available for any child or adult experiencing symptoms of anaphylaxis (not a second prescription device for a named individual)
- A separate whole-school Allergy Policy is published on the school website in accordance with Benedict's Law requirements

# Section 1 (continued): Staff, School Nurses, Parents, and Pupils

## All Staff

All staff — including supply, agency, and support staff — share responsibility for the safety and wellbeing of pupils with medical conditions. Staff will:

- Familiarise themselves with this policy and relevant procedures
- Take account of the needs of pupils with medical conditions in all lessons and activities
- Know where and how controlled drugs are stored, and allow inhalers, adrenaline pens, and blood glucose testing equipment to be held in an accessible location
- Record all incidents in the accident book and complete a HS1 form (signed by the Headteacher, sent to Trafford's Health and Safety Unit) if a child is sent home or attends hospital as a result of an accident
- Undertake training as required and not administer prescription medicines without specific training and sign-off as competent
- Receive allergy awareness training covering: recognition of anaphylaxis symptoms; emergency response; and the safe handling and administration of adrenaline auto-injectors (AAIs), in line with Benedict's Law (Children's Wellbeing and Schools Act 2026)
- Be aware of the location of spare adrenaline auto-injectors (AAIs) held on site for emergency use

 **Note:** A first-aid certificate alone is not sufficient to administer medication or carry out healthcare procedures. All staff must complete allergy awareness training in line with Benedict's Law requirements.

## School Nurses

- Collaborate in developing IHCPs in anticipation of a child with a medical condition starting school
- Notify the school when a child has been identified as requiring support
- Support staff to implement IHCPs and participate in regular reviews
- Advise on training needs and liaise with lead clinicians

## Parents and Carers

We value parents and carers as essential partners. Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child's health — including changes that occur during the school year
- Participating in the development and regular review of their child's IHCP
- Completing a Parental Consent to Administer Medicine form before bringing any medication into school
- Providing the school with medication that is in date, correctly labelled, and in its original container
- Collecting any leftover medication promptly and ensuring they or a nominated adult are contactable at all times

## Pupils

We encourage pupils to be active participants in their own care. Pupils are responsible for:

- Sharing information about how their medical condition affects them
- Contributing to their IHCP in an age-appropriate way
- Complying with their IHCP and self-managing their medication or health needs where judged competent to do so by a healthcare professional and agreed by parents

# Section 2: Staff Training

Kingsway Primary School is committed to ensuring that all staff who support pupils with medical conditions are appropriately trained and feel confident in doing so. No member of staff will be asked to administer prescription medicines or carry out healthcare procedures without undergoing specific training and being signed off as competent.

|                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01                                                                                                                                                                                                                                         | 02                                                                                                                                                                                                                                                                                                          |
| <div>Induction Training</div> <p>All newly appointed teachers, supply or agency staff, and support staff receive training on this policy as part of their induction, including any individual pupil needs they have agreed to support.</p> | <div>Condition-Specific Training</div> <p>Staff supporting pupils with life-threatening conditions (e.g. anaphylaxis, severe asthma, diabetes) receive condition-specific training from an appropriate healthcare professional. The clinical lead for each training area is named on the relevant IHCP.</p> |
| 03                                                                                                                                                                                                                                         | 04                                                                                                                                                                                                                                                                                                          |
| <div>Ongoing Refreshment</div> <p>Training is refreshed regularly and whenever a pupil's needs change significantly. General awareness information about common medical conditions is displayed in the staffroom.</p>                      | <div>Records and Competency</div> <p>The school keeps a record of: medical conditions supported; training undertaken; and a list of staff qualified to undertake responsibilities under this policy.</p>                                                                                                    |

 **Current trained staff (Administration of Medication):** Louise Morgan (Certificate in Administering Medication). This list will be updated as further staff complete training. Schools should contact Elizabeth Dunstan (Pastoral Lead) to register interest in training.

## Benedict's Law — Allergy Awareness Training (Mandatory from September 2026)

In line with Benedict's Law (Children's Wellbeing and Schools Act 2026) and the DfE Statutory Guidance on Allergy Safety in Schools, the following allergy awareness training requirements apply to all staff at Kingsway Primary School:

- All staff — including supply, agency, and support staff — must complete allergy awareness training. This is a **mandatory requirement**, not optional best practice.
- Training must cover: recognition of the signs and symptoms of anaphylaxis; emergency response procedures; and the safe handling and administration of adrenaline auto-injectors (AAIs)
- Training must be refreshed **annually** and whenever there is a significant change in a pupil's allergy needs
- Records of allergy awareness training will be maintained alongside other medical training records
- The school's named senior lead for allergy safety will coordinate training delivery, working with school nurses and/or accredited online platforms (e.g. AllergySchool, Anaphylaxis UK)
- Staff supporting pupils with known severe allergies will receive additional condition-specific training from an appropriate healthcare professional

# Section 3: Identifying Pupils with Medical Conditions

Early identification is key to keeping children safe and included. Kingsway Primary School uses the following systems to identify and record pupils' medical needs:



## At Admission

School admissions forms request information on pre-existing medical conditions for all new pupils. Data collection sheets are sent home annually for parents to update pupil information.



## Medical Conditions Register

A Medical Conditions Register is maintained, updated, and reviewed regularly by the SENCo and Headteacher. Each class teacher has an overview for the pupils in their care, held in an accessible location. Supply staff and support staff have access on a need-to-know basis.



## Transitions and Year Group Changes

For pupils on the Medical Conditions Register, transition meetings take place in advance of any move between year groups or schools, enabling parents, school, and health professionals to prepare IHCPs and train staff appropriately.



## Reintegration from Hospital or Alternative Provision

Where a child is returning from a period of hospital education or alternative provision, the school will collaborate with the LA/AP provider to ensure the IHCP identifies the support needed for reintegration.



## Medical Tracker System

Incidents involving pupils with medical conditions are recorded on the school's Medical Tracker system. This is the school's primary system for logging medical incidents, administration of medicines, and health-related events. IHCPs are stored confidentially on the Medical Tracker system, accessible only to authorised staff on a need-to-know basis.



## CPOMS — Safeguarding Records

Where relevant, medical information may also be recorded on CPOMS (Child Protection Online Management System) in line with the school's safeguarding procedures.

# Section 4: Individual Healthcare Plans (IHCPs)

An Individual Healthcare Plan (IHCP) is a personalised document that sets out the support a pupil needs to manage their medical condition safely at school. Not every pupil with a medical condition will need an IHCP — the need is determined on a case-by-case basis in consultation with parents and healthcare professionals.

Where an IHCP is needed, it will be developed collaboratively with the pupil (in an age-appropriate way), parents/carers, the Headteacher, SENCo, and relevant medical professionals.

## What an IHCP Will Include

- A description of the condition and its impact on the child's daily life and learning
- Daily care requirements; medication details; and emergency procedures
- Specific support for the pupil's educational, social, and emotional needs — not just their physical health
- Arrangements for trips and visits, and the names of responsible staff
- Where a pupil is competent to manage their own health needs, arrangements for self-administration of medication

## Access, Confidentiality, and Review

- IHCPs will be easily accessible to all relevant staff, including supply and agency staff, whilst preserving confidentiality — staffrooms are not appropriate locations for displaying IHCPs (ICO guidance)
- For conditions with potential life-threatening implications, information will be clearly accessible to all relevant staff
- IHCPs will be reviewed at least annually, or whenever a child's medical circumstances change
- Where a pupil has an Education, Health and Care Plan (EHCP), the IHCP will be linked to or incorporated within it

# Section 5: Administration of Medicines

## General Principles

Kingsway Primary School recognises that some pupils cannot attend school or participate fully without access to their medication. We are committed to supporting pupils to receive their medication safely, with dignity, and without unnecessary disruption to their learning. Where possible, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours. Where this is not possible, the following arrangements apply.

## Parental Consent

- No child will be given any prescription or non-prescription medicine without written parental consent, except in exceptional circumstances (e.g. a life-threatening emergency)
- Parents/carers must complete and sign a **Parental Consent to Administer Medicine Form** (see Appendix 1) before any medication is brought into school
- Parents must inform the school immediately, in writing, of any change in dosage, frequency, or if the medication is stopped

## Medication Requirements

All medication brought into school must meet the following requirements:

|                                                                                                                       |                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>In Date</b><br><br>Expired medication will not be administered. Parents will be contacted to supply a replacement. | <b>Clearly Labelled</b><br><br>With the child's name, dosage, and prescribing information as dispensed by the pharmacy. |
| <b>Original Container</b><br><br>As dispensed by the pharmacy (except insulin, which may come in a pen or pump).      | <b>Maximum Supply</b><br><br>A maximum of four weeks' supply may be provided to the school at one time.                 |

⊗ Medicines that do not meet these criteria will **not** be administered. Parents will be contacted to collect non-compliant medication.

## Emergency Medication

In line with **Benedict's Law (Children's Wellbeing and Schools Act 2026)** and the **DfE Statutory Guidance on Allergy Safety in Schools (September 2026)**, Kingsway Primary School holds the following emergency medication on site:

- **Spare salbutamol asthma inhalers** — held voluntarily in line with DfE guidance, for use in an emergency where a pupil's own inhaler is unavailable or unusable
- **Spare adrenaline auto-injectors (AAIs)** — held on site as a mandatory requirement under Benedict's Law. These spare AAIs are not a second prescription device for a named individual; they may be used on any child or adult experiencing symptoms of anaphylaxis
- All emergency medication is clearly labelled, stored in an accessible location known to all relevant staff, and checked regularly for expiry dates
- Staff are trained in the recognition of anaphylaxis symptoms and the safe administration of AAIs, in line with Benedict's Law mandatory training requirements
- The use of any emergency medication will be recorded immediately and parents/carers and emergency services contacted without delay
- Emergency procedures for individual pupils with known severe allergies are set out in their IHCP and/or Allergy Management Plan

ⓘ **Note:** Kingsway Primary School maintains a separate whole-school Allergy Policy, published on the school website, in accordance with Benedict's Law requirements. This policy should be read alongside the Allergy Policy.

# Section 5 (continued): Storage, Administration, and Emergency Medication

## Storage of Medication

- All medications are stored securely in the **Main Office**
- Controlled drugs that have been prescribed for a pupil must be stored in a **non-portable, locked container**; only named staff will have access
- Controlled drugs must remain easily accessible in an emergency
- Pupils will **never** be prevented from accessing their medication when they need it
- Inhalers, adrenaline pens, and blood glucose testing equipment may be held in an accessible location agreed with parents and the pupil
- Spare adrenaline auto-injectors (AAIs) held under Benedict's Law are stored in a clearly labelled, accessible location known to all staff, and are checked regularly for expiry dates

## Administration Procedures

- Only staff who have received appropriate training and been signed off as competent may administer prescription medicines or carry out healthcare procedures
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription
- Written records will be kept of every medicine administered to a pupil, including: date and time; name of medicine; dose given; name of administering staff member; and any observations
- Any medication left over at the end of a course will be returned to the child's parents/carers — it will not be disposed of by the school
- The school cannot be held responsible for side effects that occur when medication is taken correctly and in accordance with the consent form

## Self-Administration and Non-Prescription Medication

- Where a pupil has been assessed as competent to self-administer their medication (by a healthcare professional, with parental agreement), this will be recorded in their IHCP
- Staff will not force a pupil to take medication. If a pupil refuses to comply, the actions to be taken — including informing parents — will be clearly written into the IHCP
- The school will not administer non-prescription medication (e.g. paracetamol, antihistamines) without written parental consent. Where parents request this, the same consent and recording procedures apply as for prescription medication

# Section 6: Emergencies

The safety of every pupil is our highest priority. Kingsway Primary School has clear emergency procedures in place for pupils with medical conditions, and all relevant staff are trained to respond confidently.

1

## Immediate Response

Medical emergencies are dealt with under the school's emergency procedures, communicated to all relevant staff so they are aware of signs, symptoms, and required actions for each condition.

2

## Pupil Safety and Supervision

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents or carers arrive. Pupils are informed in general terms appropriate to their age of what to do in an emergency.

3

## Individual Emergency Plans

Emergency procedures for individual pupils are clearly set out in their IHCP, including who is responsible in an emergency and what actions to take both on and off site.

4

## Recording and Reporting

All emergency incidents are recorded in the school's Medical Tracker system. Where a child is sent home or attends hospital, a HS1 form must be completed by the member of staff present, signed by the Headteacher, and sent to Trafford's Health and Safety Unit. All hospital visits will be reported to the Local Authority in line with health and safety statutory guidance and regulation.

## Anaphylaxis Emergencies — Benedict's Law

In line with Benedict's Law (Children's Wellbeing and Schools Act 2026), the school has specific emergency procedures for anaphylaxis:

- All staff are trained to recognise the signs and symptoms of anaphylaxis and to respond immediately
- Spare adrenaline auto-injectors (AAIs) are held on site and are accessible to all trained staff at all times
- In the event of a suspected anaphylactic reaction: **call 999 immediately**; administer the pupil's own AAI if available; if the pupil's own AAI is unavailable or has been used, administer the school's spare AAI; lay the pupil flat with legs raised (unless breathing is difficult); remain with the pupil until emergency services arrive
- Following any use of an AAI (including a spare AAI), the incident must be recorded immediately on the school's Medical Tracker system; parents/carers and emergency services will be contacted without delay; and the incident will be reported to the Local Authority in line with health and safety statutory guidance and regulation.
- All serious allergy incidents and near misses will be recorded and reviewed, with lessons learned shared with staff, in line with Benedict's Law incident reporting requirements

☐ The school will review and learn from any serious incident or near miss — including allergy-related incidents — in line with the DfE Statutory Guidance on Allergy Safety in Schools (September 2026) and Benedict's Law. All incidents are recorded on the school's Medical Tracker system. This process supports continuous improvement and helps keep all pupils safe.

# Section 7: Inclusion in School Activities

No pupil with a medical condition should be excluded from any aspect of school life because of their health needs. Kingsway Primary School is committed to ensuring full participation for all pupils.

## School Trips, Residential Visits, and Sporting Activities

- Arrangements for pupils with medical conditions will be built into all trip and visit planning from the outset — not added as an afterthought
- Risk assessments will be undertaken for all trips and visits, and will include specific consideration of pupils with medical conditions
- Consultations with parents and healthcare professionals regarding trips and visits will take place separately to the normal day-to-day IHCP review process
- Where children take part in woodland sessions or off-site activities, all relevant medication will be transported to the site and personal risk assessments updated accordingly
- No pupil will be prevented from participating in a trip or activity unless a clinician has specifically stated that participation is not possible

## Breakfast Clubs and After-School Clubs

- The same standards of support apply to all before- and after-school provision as to the main school day
- Staff running clubs and breakfast provision will be made aware of relevant pupils' medical needs and IHCPs

## Education Health Needs Referrals

- All pupils of compulsory school age who, because of illness lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the LA's duty to arrange educational provision
- The school will make referrals to Trafford LA where a medical diagnosis from a medical consultant supports the need for alternative provision

# Section 8: Equality, Inclusion, and the SEND Code of Practice

Kingsway Primary School recognises that many pupils with medical conditions may also have special educational needs and/or disabilities (SEND). We take a joined-up approach to meeting all of a child's needs.

## Reasonable Adjustments

Where a pupil's medical condition constitutes a disability under the Equality Act 2010, the school will make **reasonable adjustments** to ensure they are not placed at a substantial disadvantage compared to their peers.

## Joined-Up Planning with EHCPs

Where a pupil has an Education, Health and Care Plan (EHCP), the IHCP will be linked to or incorporated within it, ensuring a coherent, joined-up plan across education, health, and care.

## No Assumptions

The school follows the SEND Code of Practice 2015 (0–25 years) and will not make assumptions about what a pupil with a medical condition can or cannot do — we will always seek to find solutions and remove barriers.

## Dignity, Privacy, and Human Rights

Pupils' dignity, privacy, and human rights are central to all decisions made under this policy. These are not negotiable.

## Emotional Wellbeing

The school actively promotes the emotional wellbeing of pupils with medical conditions, recognising the social and psychological impact that health conditions can have on children's confidence, friendships, and sense of belonging.

# Section 9: Unacceptable Practice

The following practices are unacceptable at Kingsway Primary School and will not be tolerated. Any concerns about these practices should be raised immediately with the Headteacher, **Kate Baskeyfield**.

## Access to Medication

Preventing children from easily accessing their inhalers, medication, or medical devices when and where necessary is **never acceptable**.

## Assumptions and Stereotyping

Assuming that pupils with the same condition require the same treatment or support; or ignoring the views of the pupil and/or their parents, or disregarding medical evidence or professional opinion.

## Exclusion from School Life

Sending pupils home frequently or preventing them from taking part in activities at school without clinical justification; creating barriers to children participating in school trips and extracurricular activities.

## Pressuring Parents

Making parents feel obliged to attend school to administer medication or provide medical support, including for toilet-related needs, is unacceptable under this policy.

## Dignity and Basic Needs

Refusing to allow pupils to eat, drink, or use the toilet when they need to in order to manage their condition; stigmatising or drawing unnecessary attention to a pupil's medical condition.

## Medication Without Consent

Administering medication without written parental consent (except in a life-threatening emergency) is a serious breach of this policy and will be treated accordingly.

# Sections 10–12: Confidentiality, Insurance, and Complaints

## Section 10: Confidentiality and Data Protection

Information about a pupil's medical condition is sensitive personal data. Kingsway Primary School handles all such information in accordance with UK GDPR and the Data Protection Act 2018.

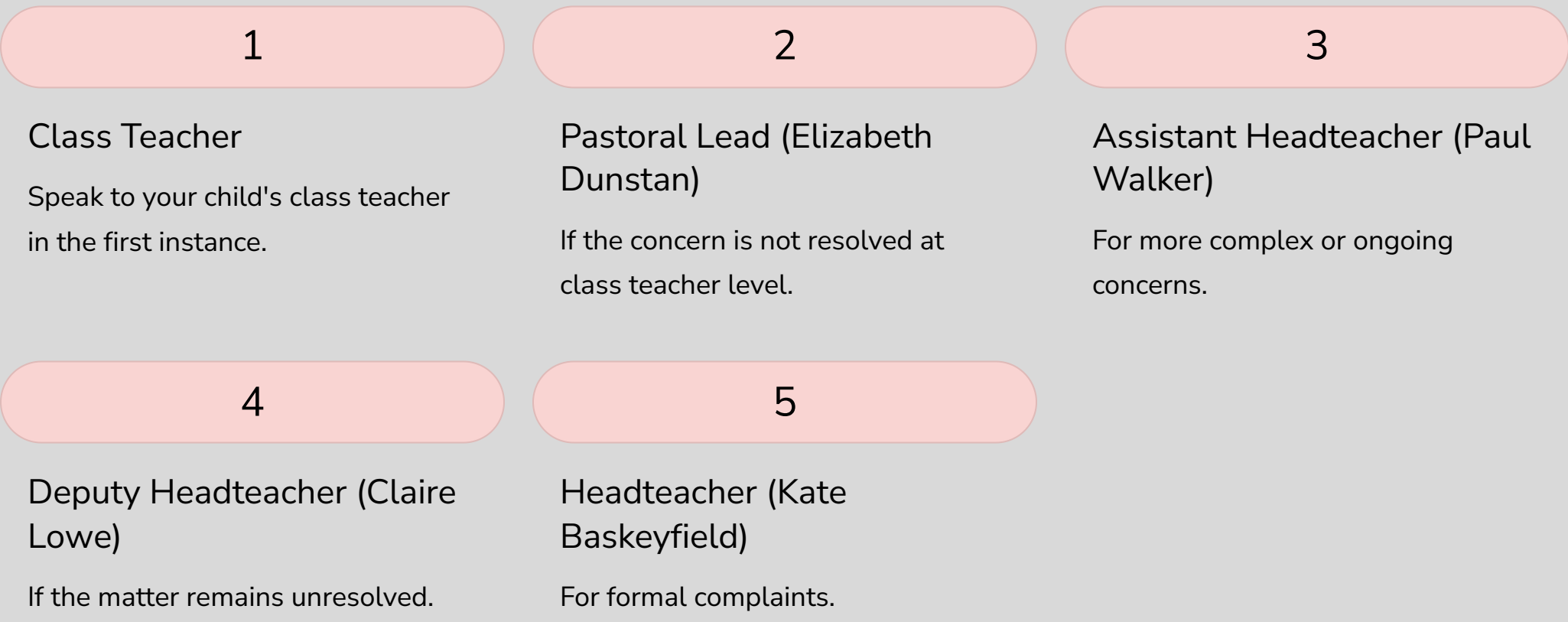
- Information about a pupil's medical condition will only be shared with staff on a need-to-know basis
- IHCPs are stored confidentially on the school's Medical Tracker system and will not be displayed in staffrooms or other areas accessible to visitors, in line with ICO guidance
- Where consent is sought from parents, a photograph and brief instructions may be displayed in appropriate locations for conditions with life-threatening implications
- Incidents involving pupils with medical conditions are recorded on the school's Medical Tracker system. IHCPs are stored confidentially within this system and are accessible only to authorised staff on a need-to-know basis
- Where relevant, medical information may also be recorded on CPOMS (Child Protection Online Management System) in line with safeguarding procedures
- All medical records — including IHCPs, consent forms, and administration logs — are stored securely on the school's Medical Tracker system and/or CPOMS. Access is restricted to authorised staff only. Pupils and parents have the right to access information held about them and to request corrections

## Section 11: Insurance and Liability

Staff who undertake responsibilities within this policy are covered by the Local Authority and school's insurance, provided that they have received appropriate training; follow the procedures set out in this policy and in the pupil's IHCP; and act in the best interests of the child at all times. The school cannot be held responsible for side effects that occur when medication is taken correctly and in accordance with the parental consent form and prescribing instructions.

## Section 12: Complaints

We hope that any concerns about the support provided for a pupil with a medical condition can be resolved quickly and informally. If you have a concern, please follow the escalation pathway below:



If a concern cannot be resolved through the school's internal process, parents may contact the school's Chair of Governors (**Helen Johnson**) or refer to the school's formal Complaints Policy, available on the school website. Complaints may ultimately be referred to the Local Authority or the Secretary of State if they remain unresolved. We take all concerns seriously and will always seek to find a solution that puts the child's wellbeing first.

# Quick Reference Summary

This summary is designed to help parents, carers, and staff quickly understand the key commitments and requirements of this policy.

| Statement                                                                                                                                                                 | Status                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Every pupil with a medical condition has the right to a full-time education            | Statutory commitment                      |
| Pupils will never be prevented from accessing their medication                         | Non-negotiable                            |
| Written parental consent is required before any medication is administered             | Required                                  |
| Medication must be in date, labelled, and in its original container                    | Required                                  |
| All medication administered is recorded in writing                                      | Required                                  |
| Staff must be trained and signed off before administering prescription medicines     | Required                                  |
| A first-aid certificate alone is sufficient to administer medication                 | Not acceptable                            |
| Pupils can be excluded from trips because of a medical condition                     | Not acceptable                            |
| Parents can be forced to come to school to administer medication                     | Not acceptable                            |
| Two children with the same condition can be assumed to need the same support         | Not acceptable                            |
| IHCPs are reviewed at least annually                                                   | Required                                  |
| Pupils with medical conditions are included in all risk assessments for trips        | Required                                  |
| Controlled drugs are stored in a locked, non-portable container                      | Required                                  |
| Spare salbutamol inhalers are held voluntarily by the school                         | Statutory requirement<br>(Benedict's Law) |
| Spare adrenaline auto-injectors (AAIs) are held on site for emergency use            | Statutory requirement<br>(Benedict's Law) |
| All staff receive mandatory allergy awareness training including AAI administration  | Statutory requirement<br>(Benedict's Law) |
| All serious incidents and near misses are reviewed and learned from                  | Required                                  |
| All incidents are recorded on the school's Medical Tracker system                    | Required                                  |
| IHCPs are stored confidentially on the Medical Tracker system                        | Required                                  |
| Hospital visits are reported to the Local Authority                                   | Statutory requirement                     |

# Appendix 1: Parental Consent to Administer Medicine Form

*The school cannot administer medicine to your child unless you complete and sign this form. Please return it to the school office.*

| Field                                           | To be completed by parent/carers |
|-------------------------------------------------|----------------------------------|
| Child's Full Name                               |                                  |
| Date of Birth                                   |                                  |
| Year Group                                      |                                  |
| Medical Condition or Illness                    |                                  |
| Name of Medicine                                |                                  |
| Expiry Date of Medicine                         |                                  |
| Dosage and Method of Administration             |                                  |
| Time(s) to be Administered                      |                                  |
| Special Precautions                             |                                  |
| Known Side Effects                              |                                  |
| Self-Administration? (Yes/No)                   |                                  |
| Emergency Procedure                             |                                  |
| Date Medication to be Taken Until / Review Date |                                  |
| Parent/Carer Name                               |                                  |
| Relationship to Child                           |                                  |
| Contact Telephone Number                        |                                  |
| Home Address                                    |                                  |
| Signature                                       |                                  |
| Date                                            |                                  |

# Appendix 1 (continued): Parent/Carer Declaration

*I confirm that the above information is, to the best of my knowledge, accurate at the time of writing. I give consent to school staff administering medicine in accordance with the school's Supporting Pupils with Medical Needs Policy. I will inform the school immediately, in writing, if there is any change in dosage, frequency, or if the medication is stopped. Medicines must be in the original container as dispensed by the pharmacy.*

- ☐ Please return the completed and signed form to the school office before bringing any medication onto school premises. Medication will not be administered until a signed consent form has been received.

# Appendix 2: Individual Healthcare Plan Template

| Field                                                                                                         | Detail                  |
|---------------------------------------------------------------------------------------------------------------|-------------------------|
| School Name                                                                                                   | Kingsway Primary School |
| Child's Name                                                                                                  |                         |
| Year Group                                                                                                    |                         |
| Date of Birth                                                                                                 |                         |
| Child's Address                                                                                               |                         |
| Medical Condition                                                                                             |                         |
| Date of Plan                                                                                                  |                         |
| Review Date                                                                                                   |                         |
| Family Contact 1 — Name & Relationship                                                                        |                         |
| Family Contact 1 — Mobile / Work Number                                                                       |                         |
| Family Contact 2 — Name & Relationship                                                                        |                         |
| Family Contact 2 — Mobile / Work Number                                                                       |                         |
| Clinic / Hospital Contact                                                                                     |                         |
| GP Name & Phone Number                                                                                        |                         |
| Who is responsible for providing support in school                                                            |                         |
| Description of medical needs (symptoms, triggers, signs, treatments, equipment, environmental issues)         |                         |
| Medication: name, dose, method, timing, side effects, contra-indications, administered by / self-administered |                         |
| Daily care requirements                                                                                       |                         |
| Specific support for educational, social, and emotional needs                                                 |                         |
| Arrangements for school visits and trips                                                                      |                         |
| What constitutes an emergency and action to take                                                              |                         |
| Who is responsible in an emergency (including off-site)                                                       |                         |
| Staff training needed / undertaken (who, what, when)                                                          |                         |
| Plan developed with (names and roles)                                                                         |                         |
| Form copied to                                                                                                |                         |
| Signatures (Parent/Carer, Headteacher, Healthcare Professional)                                               |                         |
| Date of next review                                                                                           |                         |

# Sources and References

- Department for Education (2014, updated 2017). *Supporting pupils at school with medical conditions*. Statutory guidance. DFE-00393-2014.
- Department for Education (March 2026). *Supporting children and young people with medical conditions and allergy*. Draft statutory guidance for governing bodies of maintained schools and proprietors of academies in England.
- Department for Education (July 2026). *Supporting pupils with medical conditions at school: Government consultation response*.
- Children and Families Act 2014, Section 100
- Equality Act 2010
- SEND Code of Practice: 0 to 25 years (2015). Department for Education and Department of Health.
- Health and Safety at Work etc. Act 1974
- Children Act 1989, Section 3
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Keeping Children Safe in Education (current edition). Department for Education.
- UN Convention on the Rights of the Child, Article 28
- Medicines Act 1968
- Kingsway Primary School: Intimate Care Policy; Health and Safety Policy; Asthma Policy; SEND Policy; Allergies Policy; Safeguarding and Child Protection Policy; First Aid Policy; Complaints Policy

# Sources and References — Online Links

- [Supporting children and young people with medical conditions and allergy](#) — DfE Draft Statutory Guidance (March 2026)
- [Supporting pupils with medical conditions at school](#) — GOV.UK Statutory Guidance
- [Proposal on support for pupils with medical conditions at school — government response](#) — July 2026 Consultation Response

---

*This policy was written by Kate Baskeyfield, Headteacher, and is subject to adoption and annual review by the Full Governing Body of Kingsway Primary School. For queries, please contact the school office or speak to Elizabeth Dunstan (Pastoral Lead and SEND Family Liaison).*

Headteacher

Kate Baskeyfield

Chair of Governors

Helen Johnson

Date Adopted

[To be completed by Governing Body]

Next Review

End of Summer Term (Annual)