



Rawlins

Supporting Pupils with Medical Conditions Policy

Rawlins, as a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective. With a commitment to learning and maturing in the context of the school vision, we lay particular emphasis on the Christian values of compassion, wisdom and endurance for both individuals and as a school community.

Reviewed	September 2025
Next Review	September 2026
Approval By	Local Governing Board
Review Frequency	Annual

Supporting Pupils with Medical Conditions

POLICY STATEMENT

Rawlins is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition with the same opportunities as others at school.

We will help to ensure they can:

- be healthy and stay safe
- enjoy and achieve
- make a positive contribution to the wider school life.

Rawlins makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

We understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood, and the importance of medication and care being taken as directed by healthcare professionals and parents*.

All staff understand the medical conditions that affect pupils at this school, including their ability to learn. Staff receive training on the impact medical conditions can have on pupils.

The member of school staff responsible for this medical conditions policy and its implementation is the Lead SENDCO.

POLICY FRAMEWORK

This policy framework describes the essential criteria for how Rawlins meets the needs of children and young people with long-term medical conditions.

1. This school is an inclusive community that supports and welcomes pupils with medical conditions.

Rawlins is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school-based and out-of-school) as other pupils.

Governors will ensure that no child will be denied admission or prevented from taking up a place at Rawlins because arrangements for their medical condition have not been made.

Rawlins will listen to the views of pupils and parents. Consultation will take place between the school, health and social care professionals, pupils and parents to ensure the needs of children with medical conditions are effectively supported.

Pupils and parents feel confident in the care they receive from Rawlins and the level of that care meets their needs.

Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn. All staff understand their duty of care to children and young people and know what to do in the event of an emergency, and that all children with the same medical condition will not have the same needs.

The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

In line with safeguarding duties, no pupils' health should be put at risk. A pupil does not have to be accepted into school at times when it would be detrimental to their health, or the health of others.

2. All children with a medical condition that requires adjustments to be made to ensure full access to education should have an individual healthcare plan (IHCP).

An IHCP details exactly what care a child needs in school, when they need it and who is going to give it. It will also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This will include chronic or long-term medical conditions.

It is the responsibility of parents, carers, guardians, social services and/or medical professionals to inform Rawlins when a pupil has been identified as having a medical condition which may require support within school. Parents at this school understand that they should let the school know immediately if their child's needs change.

At Rawlins, IHCPs will be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

Not all pupils with a medical condition require an IHCP, and where consensus cannot be reached between the school, healthcare professionals and the parents of a child, the Principal is best placed to take the final decision.

IHCPs will be stored securely and be readily available to accessible to the relevant teaching and support staff.

A child's IHCP should explain what help they need in an emergency. The IHCP will accompany a pupil while on educational trips or activities off-site, and should they need to attend hospital for emergency treatment. Parental permission will be sought for sharing the IHP within emergency care settings.

Governors will ensure that plans are reviewed annually or earlier if further evidence is presented.

3. All staff understand and, where applicable, are trained in what to do in an emergency for children with medical conditions at Rawlins.

School staff are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency. Supporting a child with a medical condition is not the sole responsibility of one person. Any member of staff may be asked to provide support to a pupil with a medical condition.

Governors will ensure that sufficient staff receive training in what to do in an emergency to ensure pupils' safety and wellbeing, and that this is refreshed at least once a year.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Where appropriate, the relevant staff will meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHCP which accompanies them on the visit.

4. Rawlins has clear guidance on providing care and support and administering medication at school.

Rawlins understands the importance of medication being taken and care received as detailed in the pupil's IHCP.

We will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. This will include ensuring that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

Governors will ensure that there is the appropriate level of insurance and liability cover in place.

We will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality (see appendix 2).

When administering medication, for example pain relief, the administering member of first-aid trained staff will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 Aspirin, unless prescribed by a doctor.

This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the Rawlins' disciplinary procedures are followed.

Where Rawlins spare emergency medication on site that we have sourced, for use by pupils with particular conditions (for example adrenaline auto-injectors and Ventolin inhalers), consent from the parent/guardian will be gained before administering this.

5. This school has clear guidance on the storage of medication and equipment at school.

Rawlins makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.

Pupils may carry their emergency medication with them if they wish/this is appropriate. Pupils may carry their own medication/equipment, or they should know exactly where to access it.

Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Rawlins will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.

Rawlins will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though it must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medications/equipment when expired, and to provide new and in-date medication. Rawlins disposes of needles and other sharps in line with local policies.

Staff at this school can administer a controlled drug to a pupil once they have had specialist training.

6. This school has clear guidance about record keeping.

Parents at Rawlins are asked if their child has any medical conditions as part of the enrolment process.

Rawlins has a centralised register of pupils with medical conditions and an identified member of staff has the responsibility for this register.

Where appropriate, Rawlins uses an IHCP to record the support an individual pupil needs around their medical condition (see appendix 1). The IHCP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change. The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP.

Relevant school staff are made aware of and have access to the medical information and IHCPs for the pupils in their care.

Rawlins makes sure that the pupil's confidentiality is protected. We will seek permission from parents before sharing any medical information with any other external party.

This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Rawlins makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified professional and/or the parent. Rawlins keeps an up-to date record of all training undertaken and by whom.

7. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Rawlins is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. We are also committed to an accessible physical environment for out-of-school activities.

This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems.

Rawlins understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports. Relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

Rawlins makes sure that pupils have the appropriate medication/equipment/food with them, or within access, during physical activity.

This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Rawlins will not penalise pupils for their attendance if their absences relate to their medical condition.

This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

8. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

Rawlins works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

We are committed to keeping in touch with a child when they are unable to attend school because of their condition.

9. The medical conditions policy is regularly reviewed, evaluated and updated.

In evaluating the policy, Rawlins seeks feedback from key stakeholders. The views of pupils with medical conditions, and their parents, are central to the evaluation process.

*The term 'parent' as used here, implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation

INDIVIDUAL HEALTH CARE PLAN

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Signed (representing Rawlins):

Date:

Signed (parent/guardian/carer):

Date:



APPENDIX 2

PARENTAL AGREEMENT FOR THE SCHOOL TO ADMINISTER MEDICINE

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine
(as described on the container)

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____