



# **Bassingbourn**

## Community Primary School

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## **Supporting Pupils with Medical Conditions Policy**

This policy was ratified on:	20 <sup>th</sup> November 2025
Implemented on:	20 <sup>th</sup> November 2025
Review date:	November 2026

## 1. Aims

This policy aims to ensure that:

- Pupils with medical conditions are properly supported to enable full access to education, including school trips and sporting activities
- Staff, pupils and parents/carers understand how the school will support medical needs
- Individual Healthcare Plans (IHCPs) are created, reviewed and implemented effectively
- Appropriate training, cover supervision and emergency arrangements are in place
- Medical information is shared safely and proportionately with key staff in line with GDPR
- Medical Tracker is consistently used to record, monitor and manage medical needs

The Governing Body will implement this policy by:

- Ensuring enough trained staff are available
- Ensuring all staff who need to know a pupil's condition are informed
- Ensuring suitable cover for staff absence
- Ensuring supply teachers are provided with relevant information
- Monitoring the quality and effectiveness of IHCPs

The Headteacher holds overall responsibility for ensuring this policy is implemented in line with statutory requirements. The Headteacher may delegate the day-to-day management and coordination of medical needs, including the development and review of IHCPs, to the SENDCo.

## 2. Legislation and Statutory Responsibilities

This policy meets the requirements of:

- Section 100 of the Children and Families Act 2014, placing a duty on governing boards to make arrangements for supporting pupils with medical conditions
- DfE statutory guidance: *Supporting Pupils with Medical Conditions at School*
- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- EYFS Statutory Framework (where applicable)

The school also follows local authority processes including medical risk assessments and accident/incident reporting through IRF96 and Smartlog.

## 3. Definitions

### Individual Healthcare Plan (IHCP)

A plan outlining a pupil's medical needs, the support required in school, emergency arrangements, and roles of staff, parents/carers and healthcare professionals. IHCPs are created and managed through Medical Tracker and stored securely on Bromcom.

### Emergency Medication

Medication that must be immediately accessible for life-threatening or time-sensitive conditions, including adrenaline auto-injectors (AAIs), inhalers and emergency seizure medication. Emergency medication is stored and carried in accordance with this policy and the pupil's IHCP.

### Qualified Staff

Staff members who have received appropriate training from a healthcare professional or accredited provider to administer medication or carry out a medical procedure. Staff will not be asked to administer medication or treatment unless they have completed the required training.

### **Appointed Person**

The Office Manager is the school's Appointed Person, responsible for coordinating emergency arrangements, contacting emergency services, notifying parents/carers and ensuring central records are maintained.

### **Medical Tracker**

The school's system for recording medical needs, creating and reviewing IHCPs, logging medication, monitoring expiry dates and generating alerts. Medical Tracker is the primary platform for all medical documentation.

## **4. Roles and Responsibilities**

### **4.1 Governing Body**

The Governing Body has a statutory duty (Children and Families Act 2014) to ensure arrangements are in place to support pupils with medical conditions. The Governing Body will ensure:

- The policy is implemented effectively
- Sufficient staff are suitably trained
- Staff are competent and confident to support individual pupils
- Medical needs are considered in school planning, trips and activities
- The school is appropriately insured

### **4.2 Headteacher**

The Headteacher holds overall responsibility for ensuring this policy is implemented in line with statutory requirements. The Headteacher will:

- Ensure staff understand the policy and their responsibilities
- Ensure adequately trained staff are available to support all IHCPs
- Ensure supply/temporary staff receive essential medical information
- Take responsibility for the approval and annual review of IHCPs
- Ensure medical information is managed securely in line with GDPR
- Liaise with the school nursing team and other healthcare professionals
- Ensure emergency arrangements are in place

The Headteacher may delegate day-to-day coordination and IHCP development to the SENDCo.

### **4.3 SENDCo**

The SENDCo will:

- Coordinate the creation, review and updating of IHCPs through Medical Tracker
- Upload final IHCPs to Bromcom and restrict access to authorised staff
- Liaise with parents/carers, healthcare professionals and pupils
- Ensure appropriate training is arranged for staff
- Ensure emergency medication and care procedures are understood by relevant staff
- Quality assure the implementation of IHCPs across the school
- Ensure information is shared proportionately and safely

### **4.4 Office Manager (Appointed Person)**

The Office Manager will:

- Act as the school's Appointed Person for emergencies
- Coordinate emergency arrangements including contacting parents/carers and ambulance services
- Maintain central records of medication, expiry dates and permissions
- Log medication on Medical Tracker and oversee half-termly expiry checks
- Support with IRF96 and Smartlog reporting where medical needs are involved
- Ensure staff training records are up to date

### **4.5 Staff**

All staff will:

- Be aware of pupils with medical needs and follow IHCPs
- Ensure pupils receive appropriate care during the school day and off-site visits

- Request support via radio when medical assistance is required
- Log relevant incidents on Medical Tracker
- Attend training when required
- Ensure medication is taken to outdoor learning, break, lunch and visits

Staff will not be required to administer medication unless they have received the necessary training and feel competent to do so.

#### **4.6 Parents/Carers**

Parents/carers will:

- Provide the school with up-to-date medical information
- Supply medication in date and in correctly labelled containers
- Be involved in developing and reviewing IHCPs
- Be available for emergency communication
- Carry out agreed roles within the IHCP

#### **4.7 Pupils**

Where appropriate to age and understanding, pupils will:

- Contribute to discussions about their medical needs
- Follow their IHCP
- Take increasing responsibility for managing their condition where appropriate

#### **4.8 School Nursing Team and Healthcare Professionals**

Healthcare professionals may:

- Provide medical advice to inform IHCPs
- Deliver or advise on staff training
- Provide updated medical information
- Support monitoring and review of pupils with complex needs

### **5. Individual Healthcare Plans (IHCPs)**

IHCPs are developed for pupils with medical conditions where:

- The condition is long-term
- The pupil may require emergency intervention
- The pupil needs ongoing medication or monitoring
- Their condition may impact regular access to learning

#### **5.1 Process for Developing IHCPs**

The SENDCo coordinates the creation and review of IHCPs using Medical Tracker, ensuring that all required information is accurate, up to date and securely stored. The process includes:

- Gathering medical evidence from parents/carers and healthcare professionals
- Meeting with parents/carers, staff and, where appropriate, pupils
- Agreeing the support required, including emergency arrangements
- Identifying staff training needs
- Ensuring the IHCP is accessible to key staff

Final versions of IHCPs are uploaded to Bromcom, where access is restricted to authorised staff only.

#### **5.2 Sharing IHCP Information**

Essential medical information is shared proportionately with:

- Class teachers
- Support staff working directly with the pupil
- First Aiders
- Staff supervising off-site visits
- Lunchtime supervisors (where relevant)

Information is shared in a GDPR-compliant format, ensuring it is limited to what staff need to fulfil their duty of care. IHCP information is also used to update medication logs and expiry monitoring on Medical Tracker.

### **5.3 Reviewing IHCPs**

IHCPs are reviewed:

- At least annually
- Following any medical diagnosis or change in treatment
- After any significant incident
- When parents or healthcare professionals request an update

Updates are made on Medical Tracker and synchronised with Bromcom.

### **5.4 Refusal to Take Medication or Follow Procedures**

Where a pupil refuses medication or medical support:

- Staff will not force the pupil
- Parents/carers will be contacted immediately
- If needed, advice from healthcare professionals will be sought
- This incident will be logged on Medical Tracker

### **5.5 Off-Site Visits**

IHCPs must be consulted during the planning of any off-site visit. Staff must ensure:

- Emergency medication is taken in bum bags
- A trained adult is responsible for medication
- Plans for emergency arrangements are understood by all supervising staff

## **6. Managing Medicines in School**

The school will administer medication only when it would be detrimental to a pupil's health or attendance not to do so.

Medication will only be accepted in school if:

- It is in-date, clearly labelled and in original packaging
- It is accompanied by written parental consent
- It is prescribed for the named pupil (unless non-prescribed medication has been authorised by the Headteacher for a short-term need)

All medication arrangements will follow DfE statutory guidance and the pupil's IHCP.

### **6.1 Storage of Medication**

#### **Emergency Medication (EpiPens, inhalers, seizure medication)**

- Stored in clearly labelled bum bags or designated medical packs
- KS2 pupils may carry their own bum bag if appropriate
- KS1 and EYFS bum bags are carried by the class teacher or a designated adult
- Bum bags must accompany pupils to all outdoor sessions, including breaktime, lunchtime, PE and off-site visits
- During break/lunch the bum bag is handed to the First Aider on duty
- After break/lunch it is returned to the classroom or designated storage point

#### **Non-emergency medication**

Non-emergency medication (e.g., antibiotics, pain relief) is stored securely in the school office in accordance with the pupil's IHCP and parental consent.

#### **Controlled drugs**

Controlled drugs will be:

- Stored securely with limited access
- Administered by staff trained and authorised to do so
- Recorded on Medical Tracker each time they are administered

The school will follow national guidance for safe storage and disposal.

## **6.2 Expiry Monitoring**

All medication expiry dates are recorded on Medical Tracker, which issues automated alerts when medication is approaching expiry.

Designated staff carry out half-termly expiry checks to ensure:

- All medication remains in-date
- Parents/carers are notified promptly when replacements are needed

## **6.3 Administration of Medication**

Medication may only be administered by:

- Staff who are trained and feel competent
- Staff authorised within the pupil's IHCP

Each administration will be:

- Logged immediately on Medical Tracker
- Completed in accordance with the dosage and timing set out in the IHCP
- Reported to parents/carers via Medical Tracker notifications

Staff will never make changes to prescribed dosages.

## **6.4 Pupils Carrying Their Own Medication**

Where pupils are mature and competent (typically KS2), they may carry their own inhaler or AAI in line with the IHCP. Staff will:

- Monitor safe use
- Ensure medication remains accessible
- Support pupils during off-site visits

Pupils unable to manage their own medication will always have an adult responsible.

## **6.5 Refusal to Take Medication**

If a pupil refuses medication:

- Staff will never force a pupil
- Parents/carers will be contacted immediately
- The incident will be logged on Medical Tracker
- Medical advice will be sought if needed

## **6.6 Disposal of Medication**

Medication that is:

- Out-of-date
- No longer required
- Replaced by a new prescription

...will be returned to parents/carers for safe disposal. School staff do not dispose of medication themselves.

## **6.7 Transport of Medication on Off-Site Visits**

For all trips and visits:

- Emergency medication must be taken in bum bags
- A trained adult is responsible for carrying or supervising medication
- A copy of the IHCP must be accessible to supervising staff
- Medication must be checked when returning to school

## **7. Emergency Procedures**

All staff must follow the school's emergency arrangements when a pupil with a medical condition requires urgent support.

### **7.1 Immediate Response**

If a pupil becomes seriously unwell or requires urgent medical attention:

- The member of staff with the pupil will call for support using the radio system
- A Qualified First Aider will attend immediately
- Emergency medication will be used in line with the pupil's IHCP
- The Appointed Person (Office Manager) will be notified as soon as possible

If at any stage an ambulance is required:

- A staff member must call 999 immediately
- The Headteacher must be informed, even if off site

### **7.2 During an Emergency**

Staff will:

- Stay with the pupil and keep them safe
- Administer emergency medication if trained and able
- Follow procedures outlined in the IHCP
- Provide relevant information to emergency services
- Ensure another adult supports the rest of the class where appropriate

A familiar adult or parent/carer will accompany the pupil to hospital if required.

### **7.3 Recording and Reporting**

All emergency medical incidents must be recorded:

- On Medical Tracker (including medication administered)
- On Smartlog (where applicable to health and safety)
- On the Local Authority's IRF96 online system where criteria are met

The Headteacher and Appointed Person are responsible for ensuring statutory reporting takes place.

### **7.4 Follow-Up**

After any emergency incident:

- The Senior Leadership Team will contact parents/carers to provide an update
- The SENDCo will review the IHCP to check if changes are required
- A debrief will be offered to staff involved
- The school will investigate the incident to identify any learning or procedural changes

### **7.5 Emergency Medication Access**

Emergency medication (e.g., AAls, inhalers, rescue medication) must be:

- Carried in bum bags or designated medical packs
- Brought to all outdoor areas and off-site visits
- Handed to the First Aider on duty during break and lunch
- Checked regularly via Medical Tracker expiry monitoring

## **8. Safeguarding, Confidentiality and Information Sharing**

The school recognises that medical information is sensitive personal data and must be managed in line with UK GDPR, the Data Protection Act 2018 and the school's Data Protection Policy.

The school will:

- Keep all medical information securely on Medical Tracker and Bromcom
- Share information only with staff who need it to fulfil their duty of care
- Provide supply staff and visiting professionals with limited, relevant medical information
- Ensure IHCPs are stored and accessed in GDPR-compliant formats

- Avoid displaying personal medical information publicly or in shared areas
- Share medical information with the kitchen team only where strictly necessary for allergy or dietary safety
- Ensure all digital records are kept up to date and deleted/archived according to retention requirements

Parents/carers will be informed of how their child's information is stored, used and shared.

The school will comply with safeguarding responsibilities where a pupil's medical condition may raise welfare concerns.

Medical information will also be shared, where appropriate, with:

- Healthcare professionals
- The school nursing team
- Emergency services
- Other educational settings during transition

Any sharing will be proportionate and based on legitimate need.

## **9. Staff Training**

Staff will only administer medication or medical procedures when they have received appropriate training from a healthcare professional or accredited provider, and feel competent to do so.

The SENDCo and Office Manager will:

- Maintain an up-to-date record of training on Medical Tracker and the SCR
- Arrange refresher training as required
- Ensure staff supervising off-site visits understand pupils' medical needs

Training will be:

- Provided for all staff named in IHCPs
- Required before staff administer emergency medication
- Evaluated to ensure staff feel confident
- Tailored to individual pupils where necessary

## **10. Unacceptable Practice**

To safeguard pupils and staff, the school will never:

- Ignore medical needs or requests for support
- Prevent pupils from accessing their medication
- Delay emergency treatment because a trained member of staff is unavailable
- Send pupils home unnecessarily due to manageable medical needs
- Penalise pupils for their attendance relating to medical conditions
- Assume every pupil with the same condition requires identical treatment
- Require parents/carers to administer medication during the school day unnecessarily
- Leave a pupil alone or unsupervised during a medical emergency
- Dismiss or minimise concerns raised by a pupil regarding their wellbeing

These expectations are taken directly from DfE statutory guidance.

## **11. School Trips, Residential and Sporting Activities**

The school will ensure pupils with medical conditions can participate fully in school activities unless medical advice states otherwise.

Staff will:

- Review IHCPs when planning visits
- Ensure emergency medication is taken in bum bags
- Ensure a trained adult is responsible for medication



- Make reasonable adjustments to enable full participation
- Complete medical risk assessments for higher-risk activities
- Consult parents/carers for residentials or complex needs

No pupil will be prevented from attending a visit solely because of a medical condition unless there is a significant risk that cannot be safely managed.

## **12. Staff Protection and Liability**

Staff who follow this policy and the training they have received will be fully indemnified by the school and local authority.

This includes:

- Administering medication
- Carrying out agreed medical procedures
- Acting in an emergency
- Supporting pupils in line with IHCPs

Staff must follow training, policy guidance and IHCP instructions to be covered by indemnity.

## **13. Monitoring and Review**

This policy will be reviewed every two year, or sooner if there are significant changes to legislation, statutory guidance, medical best practice or the needs of pupils at the school.

The Headteacher, supported by the SENDCo, will monitor the effectiveness of arrangements in place to support pupils with medical conditions, including the quality of IHCPs, staff training, medication procedures, and record-keeping on Medical Tracker and Bromcom.

Feedback from staff, parents/carers, pupils and healthcare professionals will be considered as part of the review process.