

St Boniface Federation



Supporting children with medical needs including children with health needs who cannot attend school

St Saviour's Catholic Primary School, Totland

St Mary's Catholic Primary School, Ryde

St Thomas of Canterbury Catholic Primary school, Carisbrooke

The policies of the Governors of the St Boniface Federation are intended to ensure that the children rejoice in their dignity as children of God and as a unique creation of God's love. The policies are written so as to support the most effective teaching and learning that we can provide. It is our intention that every aspect of school life will support this fundamental aim.

Signed on behalf of Governors: Alexandra Pettitt Chair of Governors Date: February 2026	To be reviewed by: February 2027
Revisions made	St Saviour's policy incorporated as necessary
February 2026	Reviewed

Rationale

Under Section 100 of the Children and Families Act 2014, the governing body has a responsibility to ensure that there are appropriate arrangements in place to support pupils at our school with medical conditions. Where children have a disability the Equality Act 2010 will also apply. The schools have referred to the guidance issued by the Department for Education 'Supporting pupils at school with medical conditions' last updated on 16 August 2017.

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, the SEN policy and the Health and Safety Policy.

Aims

- To ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they have full access to the curriculum, including school trips and physical education.
- To ensure the needs of children with medical conditions are properly understood and effectively supported to help them manage their condition, in conjunction with health and social care professionals, their parents and the pupil themselves.

Roles and Responsibilities:

Supporting a child with medical needs during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body

- Will ensure this policy is implemented, monitored and reviewed on a regular basis and in response to any changes in DfE guidance
- Will ensure sufficient staff will receive suitable training and are competent to support children with special medical conditions.
- Will ensure appropriate risk assessments have been put in place to support the pupil and staff.

The Executive Headteacher

- Will ensure all staff are aware of this policy and understand their role in its implementation, including the need to communicate effectively with colleagues and supply staff to support the child.
- Will ensure all staff who need to know are informed of a child's condition.
- Will ensure sufficient staff are trained to implement the policy and deliver Individual Health Plans (IHPs) including in emergency and contingency situations and that they are appropriately insured.
- Will ensure other agencies are informed to support any child with a special medical condition.

School staff

- Any staff member may be asked to provide support to pupils with medical conditions, including the administration of medicine, although they cannot be required to do so.
- All staff members should read the appropriate policies and know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

- Attend relevant training where required and seek support as needed to support children with medical needs effectively.

Parents/Carers with parental responsibility

- Must provide the school with adequate and up to date information about their child's medical needs.
- Are key partners and should be involved in the development of their child's Individual Healthcare Plan (IHP)
- Should carry out any action they have agreed to as part of the IHP implementation.

Policy Implementation

The person who has overall responsibility for policy implementation is the Head of School

They will:

- Ensure appropriate procedures are in place (Appendix A)
- ensure that sufficient staff are suitably trained;
- ensure that all relevant staff are made aware of the child's condition;
- arrange cover in case of staff absence or staff turnover to ensure someone is always available;
- brief supply teachers;
- carry out risk assessments for school visits, holidays, and other school activities outside the normal timetable;

and

- monitor individual healthcare plans.

Medicines on school trips, residential visits and sporting events:

Pupils with medical needs are given the same opportunities as others. Staff will consider what is necessary for all pupils to participate fully and safely on school trips, residential visits and sporting events. Staff will discuss any concerns about a child's safety with parents. The Educational Visits Leader is responsible for designating a School First Aider for the trip, visit or event and ensuring that arrangements are in place for any pupil with medical needs prior to the trip taking place.

Individual healthcare plans

Our school will send home a health questionnaire when a child joins the school. Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical conditions will be asked to complete an Individual Healthcare Plan (IHP). **It is a legal requirement that this is updated annually.** At our school we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

Our IHP (see appendix B) requires information about:

- the **medical condition, its triggers, signs, symptoms and treatments;**
- the **pupil's resulting needs**, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;

- specific **support for the pupil's educational, social and emotional needs** – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the **level of support** needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring)
- **who will provide this support**, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- **who** in the school **needs to be aware** of the child's condition and the support required;
- **arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;**
- arrangements or procedures required for **school trips or other school activities** in or outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- **what to do in an emergency**, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training. Training needs are assessed regularly and training will be accessed as required.

The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional, they will be supported to do this. We see this as an important step towards preparing pupils for the next stage of their education. (Appendix C)

Managing medicines on school premises

At our school:

- We will only accept prescribed medicines if they:
 - **are in-date**
 - **are labelled, including child's name**
 - **are provided in the original container as dispensed by a pharmacist**
 - **include instructions for administration, dosage and storage.** *(NB The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container)*
- All medicines will be stored safely.
- Where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours.
- We will never give medicine containing aspirin or ibuprofen unless prescribed by a doctor.
- Medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.
- At the end of the school day, parents will be informed when their child has received medication during the school day.
- Children will know where their medicines are at all times and will be able to access them immediately.
- Should a child be prescribed a controlled drug, an individual consultation will be held with the parents and where possible medical practitioner to agree on best practice for the child.

- Medicines no longer required will be returned to the parent to arrange for safe disposal.
- Sharps boxes will always be used for the disposal of needles and other sharps
- **We will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted in school.**

Non-prescribed medicines

At our school we will not accept any non-prescribed medicine into the school. We will, however, hold a small stock of Paracetamol (Calpol or equivalent) and Piriton. Parents will be asked to complete a consent form (Appendix D) to support the administration of this medicine should the need occur whilst their child is in the school's care. The school will never administer either Paracetamol or Piriton if your child has not had the medication before. The school will endeavour to contact the parent/carer of the child to confirm if any dose of Paracetamol/Piriton had been taken earlier in the day and when, so the correct dose can be administered if appropriate. If parents/carers cannot be contacted but the child still shows signs of needing medicating the school will administer the medicine basing timings on the times that the child has been in school and only if parental consent is in place and the child has taken the medication before. Parents will then be informed retrospectively. Medicine will only be given if the parental consent is in place and the child has taken the medication before. (Appendix D)

Record keeping

We will ensure that written records are kept of all medicines administered to children. (Appendix E)

We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Emergency procedures

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

Liability and indemnity

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

Complaints

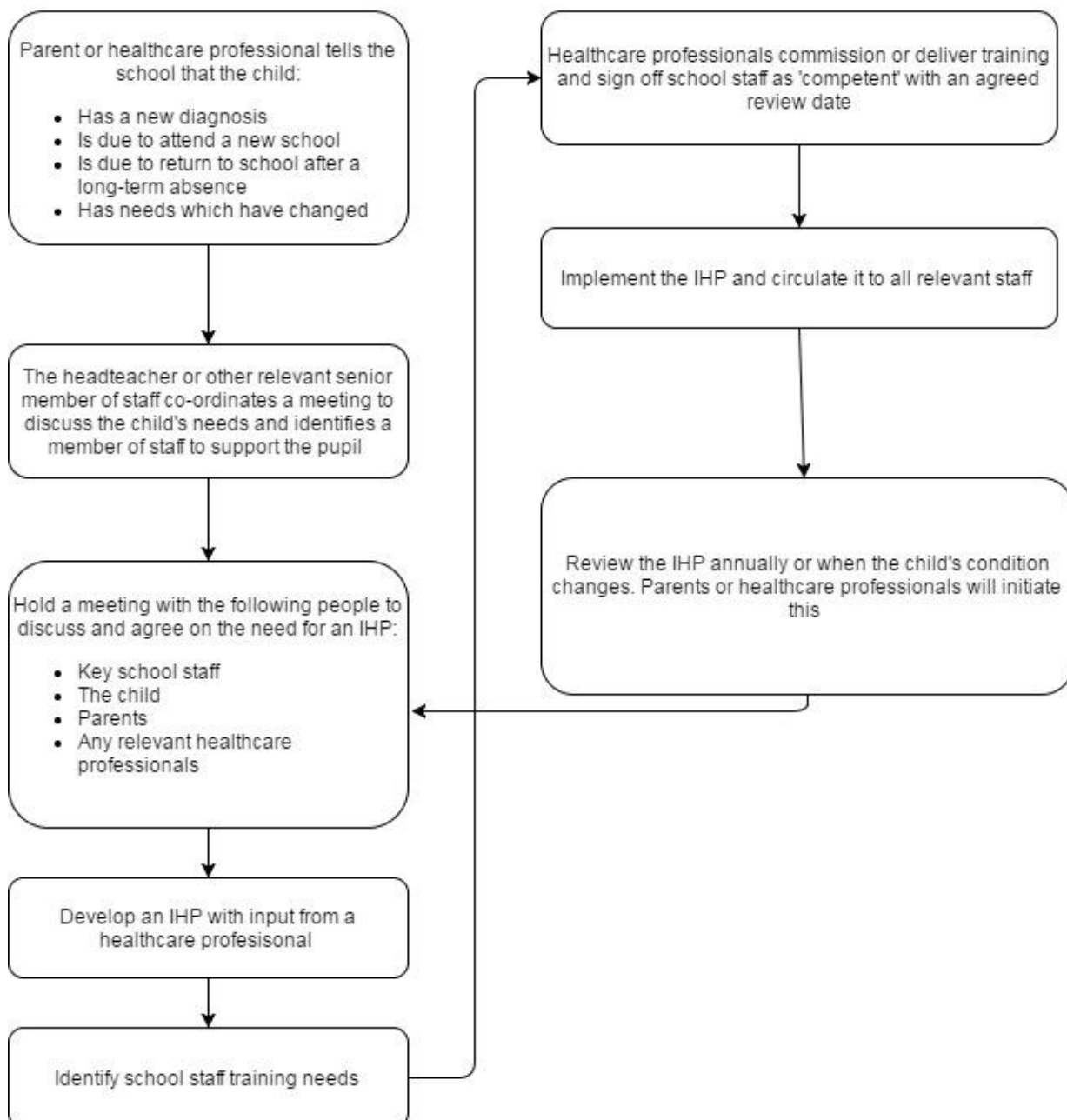
If you have a concern about how your child's medical condition is being supported in school, please contact the Head of School in the first instance.

Appendix A

Being notified that a child has a medical condition

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

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.



Appendix B

Date form completed:.....

Date for review:.....

Copies held by:.....

Individual Healthcare Plan

For pupils with special medical conditions at school

1. Pupil's information

Name of School	Name of Pupil
Class	Date of birth Male <input type="checkbox"/> Female <input type="checkbox"/>
Member of staff responsible for home-school Communication	

2. Contact Information

Pupil's address	
Post code	
Family Contact 1	
Name	
Phone (day)	Mobile
Phone (evening)	Relationship with child
Family Contact 2	
Name	
Phone (day)	Mobile
Phone (evening)	Relationship with child
GP	Phone
Name	
Specialist contact	Phone
Name	

Medical condition information

3. Details of pupil's medical conditions

Signs and symptoms of this pupil's condition:

Triggers or things that make this pupil's condition/s worse:

4. Routine healthcare requirements

(For example, dietary, therapy, nursing needs or before physical activity)

During school hours:

Outside school hours:

5. What to do in an emergency:

6. Regular medication taken during school hours

Medication 1

Medication 2

Name/type of medication
(as described in the container)

Name/type of medication
(as described in the container)

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Dose and method of administration (the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

Dose and method of administration (the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When it is taken (time of day)?

When it is taken (time of day)?

Are there any side effects that could affect this pupil at school?

Are there any side effects that could affect this pupil at school?

Are there any contraindications (signs when the medication should not be given)?

Are there any contraindications (signs when the medication should not be given)?

Self-administration: can the pupil administer the medication themselves?

Yes No es with supervision

Self-administration: can the pupil administer the medication themselves?

Yes No es with supervision

Staff member's name:

Staff member's name:

Medication expiry date:

Medication expiry date:

7. Emergency medication

(please complete even if it is the same as regular medication)

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

Describe what signs or symptoms indicate an emergency for this pupil

Dose and method of administration (how the medication is taken and the amount)

Are there any contraindications (signs when medication should not be given)?

Are there any side effects that the school needs to know about?

Self-administration: can the pupil administer the medication themselves?

Yes No Yes with supervision

Staff member's name:

Is there any other follow-up care necessary?

Who should be notified?

Parents Specialist

8. Regular medication taken outside of school hours

(for background information and to inform planning for residential trips)

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

Are there any side effects that the school needs to know about that could affect school activities?

9. Member of staff trained to administer medications for this pupil

Regular medication:

Emergency medication:

10. Specialist education arrangements required

(e.g. activities to be avoided, special educational needs, social/emotional needs)

11. Any specialist arrangements required for off-site activities

(please note the school will send parents a separate form prior to each residential visit)

12. Any other information relating to the pupil's care in school?

Parental and pupil agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed

Date

Print name

Signed

Date

Permission for emergency medication

- I agree that I/my child can be administered my/their medication by a member of staff in an emergency
- I agree that my child cannot keep their medication with them, and the school will make necessary medication storage arrangements
- I agree that I/my child can keep my/their medication with me/them for use when necessary

Name of medication carried by pupil _____

Signed _____ Date _____
Parent/guardian for pupil if below age of legal capacity)

Head of School agreement

It is agreed that (name of child) _____

- Will receive the above listed medication at the above listed time (see part 6)
- Will receive the above listed medication in an emergency (see part 7)

This arrangement will continue until _____
(either end date of course of medication or until instructed by the pupil's parents)

Appendix C

PERMISSION FOR PUPILS TO SELF-ADMINISTER (PUPIL AND PARENT FORM)

This form will be issued to the parents of every pupil with asthma medication that is held in school or alternative medication for which pupil self-administration is sought e.g. diabetes

Name of Pupil: _____

Date of Birth: _____

Year: _____

Class: _____

Name of medication:

Points 1-6 to be discussed and agreed with the parent and pupil:

- 1. I know the name of my medication and what it is for.**
- 2. I know when I should take my medication and how much I should take.**
- 3. I understand that it is important to always remember to take my medication.**
- 4. If I forget to take my medication, I must tell a member of staff.**
- 5. I know that my medication is kept in: (please insert) _____**
- 6. I will not share my medication with other pupils.**

Please read points 1-6 with the pupil and parent prior to receiving the pupil signature and parental consent information below:

I (name of parent) _____ agree that my child is able to self-administer their medication with staff supervision in the school setting.

Parent signature: _____

Pupil: I can confirm that I have discussed points 1-6 with

_____ (Parent name)

_____ (Staff name)

Pupil Signature: _____

Staff signature: _____

Head of School signature: _____

Date: _____

Appendix D

PARENT CONSENT FOR NON-PRESCRIBED / NON-CONTROLLED MEDICATION TO BE ADMINISTERED WHILE IN SCHOOL CARE

(To be returned to school and held centrally in the school office)

As part of our 'Supporting Pupils with Medical Conditions' policy and to support children when they are in school or on trips, we will, with your consent offer to administer pre-measured dose paracetamol or Piriton to your child(ren) if they become unwell during the school day. We will of course not keep them in school unnecessarily if they were very poorly. Please note, the school will **never** administer either medication if your child(ren) have not taken either medication previously.

The process for administering the medicine would be as follows:

- The staff member supporting the child will refer to the centrally held '**parental consent to administer non-controlled/non prescribed medication**' form.
- If consent is NOT given to administer this medication, a call will be made from school to the family to share information regarding the pupil's health and wellbeing and agree next steps.
- If the consent form DOES indicate consent to administer, a call will be made from school to the family to share information regarding the pupil's health and wellbeing and agree next steps. If it is agreed by the family that medication is to be administered, **school will reconfirm with the family if the child has taken the medication previously, the last time they took the medication, the dose taken and if the child has any known allergy or health condition that would impact on the safety of administering the medication.**
- A record of the agreed **outcomes including time, date and agreed consent will be noted and attached to the pupil's administration of medicines form and signed by the team member making the call.**
- The family member providing consent to administer the non-controlled/non-prescribed medication **will be asked to double sign this form prior to collection of the child at the end of the school day (or to nominate an alternative adult to do so).**
- All procedures and requirements detailed within the school 'Supporting Pupils with Medical Conditions' policy will apply when administering non controlled/non prescribed medication – including the requirement for two members of staff to be present and double sign record sheets.
- With the above in mind, please complete the form below and return it to us.

Name of Pupil: _____ Date of Birth: _____

Year: _____ Class: _____

Parent/carer contact details:

Name: _____ Relationship to child: _____

Contact number(s): _____

I confirm my child is not currently taking any medication that would interact with paracetamol or Piriton.

I confirm my child _____ has had Paracetamol before, has not had an allergic reaction to it and I give/do not give consent for my child to receive a pre-measured dose of paracetamol.

Signature and Print (parent): _____ Date: _____

I confirm my child _____ has had Piriton before, has not had an allergic reaction to it and I give/do not give consent for my child to receive Piriton for an acute allergic reaction if needed.

Signature and Print (parent): _____ Date: _____

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 to my child(rens) medical needs. The overall responsibility for managing the medical needs of their child(ren) lies with the family.

Record of medication: All pupils

Appendix E

Date	Pupil's name	Time	Name of medication	Dose given	Any reactions	Signature and counter signature of staff member	Print names

Children with Health Needs who cannot attend school

Aims

This policy aims to ensure that:

- suitable education is arranged for students on roll who cannot attend school due to health needs;
- students, staff and parents understand what the school is responsible for when this education is being provided by the local authority.

Legislation and guidance

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to:

- The Education Act 1996

School Arrangements

Initially, the school will try to arrange to deliver suitable education for children with health needs who cannot attend school following the procedure outlined below.

The school will:

- meet with parents / carers to discuss arrangements for working from home or hospital;
- draw up a plan detailing agreed actions from the discussion; the plan will be signed by school and parents / carers;
- agree and monitor arrangements. These arrangements could include sending work home, setting work online to be completed remotely, attending a hospital school or lessons may be delivered remotely through Google classroom and google meet, work will be prepared by class teachers;
- ensure an effective transition back into school with either alternative arrangements to make it possible such as alternative provision for break or lunch times or the student may come back into school on a reduced timetable until their health needs have been met.

Local Authority Arrangements

If the school is unable make suitable arrangements the Isle of Wight Local Authority will become responsible for arranging suitable education for these children. Please refer to the Local Authority documentation regarding educating children with medical needs and the process of referral - <https://www.iow.gov.uk/azservices/documents/2129-IW-Policy-Education-for-children-with-Medical-Needs-August-2020.pdf>

The LA should:

- provide such education as soon as it is clear that a student will be away from school for 15 days or more, whether consecutive or cumulative;
- liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the student;
- ensure the education students receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible;
- address the needs of individual students in arranging provision;
- have a named officer responsible for the education of children with additional health needs and ensure parents know who this is;

- have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs;
- review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education;
- give clear policies on the provision of education for children and young people under and over compulsory school age.

The school will:

- work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the student;
- share information with the local authority and relevant health services as required;
- help make sure that the provision offered to the student is as effective as possible and that the child can be reintegrated back into school successfully.

When reintegration is anticipated, work with the local authority to:

- plan for consistent provision during and after the period of education outside the school, allowing the student to access the same curriculum and materials that they would have used in school as far as possible;
- enable the student to stay in touch with school life (e.g., through newsletters, emails, invitations to school events or internet links to lessons from their school);
- create individually tailored reintegration plans for each child returning to school;
- consider whether any reasonable adjustments need to be made.

Roles and Responsibilities

The Head of School and governors are responsible for:

- ensuring arrangements for students who cannot attend school as a result of their medical needs are effectively implemented;
- ensuring the termly review of the arrangements
- ensuring the roles and responsibilities of those involved in the arrangements to support the needs of students are clear and understood by all;
- ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities;
- ensuring staff with responsibility for supporting students with health needs are appropriately trained;
- appointing a named member of staff who is responsible for students with healthcare needs (including mental health and welfare) and liaises with parents, students, the LA, key workers and others involved in the student's care;
- providing teachers who support students with health needs with suitable information relating to a student's health condition and the possible effect the condition and/or medication taken has on the student;
- notifying the LA when a student is likely to miss school due to their health needs (long-term).

The SENDCo is responsible for:

- dealing with students who are unable to attend school because of medical needs;
- actively monitoring student progress and reintegration into school;
- supplying students' education providers with information about the child's capabilities, progress and outcomes;
- liaising with the head of school, education providers, teachers and parents to determine students' programmes of study whilst they are absent from school;
- liaise with the Family Service Manager who will provide a support link between students and their parents, and the Local Authority;

Teachers and Support Staff are responsible for:

- understanding confidentiality in respect of students' health needs;
- designing lessons and activities in a way that allows those with health needs to participate fully and ensuring students are not excluded from activities that they wish to take part in without a clear evidence-based reason;
- understanding their role in supporting students with health needs and ensuring they attend the required training;
- ensuring they are aware of the needs of their students through the appropriate and lawful sharing of the individual student's health needs;
- ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency;
- keeping parents informed of how their child's health and welfare needs are affecting them whilst in the school.

Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the full governing board.

Links to other policies

This policy links to the following policies:

Safeguarding and Child Protection Policy

SEN Policy

Health and Safety Policy

Accessibility plan