

The Darent Federation of Schools

Medical Needs Policy



Approved by: Executive Headteacher **Date:** March 2026

Last reviewed on: March 2025 (new policy)

Next review due by: March 2028

Medical Needs Policy

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1. Policy Statement

The Darent Federation of Primary Schools is committed to ensuring that pupils with medical conditions are properly supported so that they can access and enjoy the same educational opportunities as their peers. We aim to ensure that pupils with medical needs are safe, included, and able to participate fully in school life, including trips, physical education and extracurricular activities.

This policy complies with statutory requirements and national guidance relating to supporting pupils with medical conditions in schools.

2. Statutory Framework and Guidance

This policy is informed by the following legislation and guidance:

- Children and Families Act 2014, Section 100
- Supporting Pupils at School with Medical Conditions (DfE, 2015 – statutory guidance)
- Equality Act 2010
- SEND Code of Practice (2015)
- Education Act 1996 (Section 19 – education for children unable to attend school)
- Education for Children with Health Needs who Cannot Attend School (DfE, updated 2023)
- Health and Safety at Work Act 1974
- Managing Medicines in Schools and Early Years Settings
- UK GDPR and Data Protection Act 2018
- RIDDOR 2013
- First Aid in Schools (DfE / HSE guidance)

3. Definition of Medical Needs

A pupil has a medical need if they require medication, treatment, monitoring, or reasonable adjustments to enable full access to education. This includes both physical and mental health conditions, whether short-term or long-term.

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions
- Ensure this policy is implemented and reviewed

Executive Headteacher

- Ensure the policy is implemented consistently across the Federation
- Ensure staff are aware of their responsibilities
- Ensure appropriate training is provided

Inclusion Leader / SENCo

- Coordinate support for pupils with medical needs
- Lead on Individual Healthcare Plans (IHPs)
- Liaise with parents, healthcare professionals and staff

Staff

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- Take reasonable steps to support pupils with medical needs
- Attend training where required
- Maintain confidentiality

Parents / Carers

- Provide accurate and up-to-date medical information
- Supply medication and equipment
- Ensure consent forms are completed

Pupils

- Where appropriate, take responsibility for managing their own medical needs

5. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (Appendix A) will be developed for pupils where a medical condition:

- Is long-term or complex
- Requires regular medication or intervention
- Has potential emergency implications

IHPs will be developed collaboratively between school, parents/carers, the pupil (where appropriate) and relevant healthcare professionals.

Each IHP will include:

- Details of the medical condition
- Symptoms and triggers
- Medication and treatment requirements
- Daily care requirements
- Emergency procedures
- Staff training needs
- Arrangements for school trips and extracurricular activities
- Review date

IHPs will be reviewed at least annually, or sooner if needs change.

6. Managing Prescribed Medicines

- Medicines will only be administered in school where it would be detrimental to a child's health not to do so
- Medicines must be prescribed, in-date, clearly labelled and provided in original containers
- Written parental consent is required
- All administration will be recorded (Appendix C)
- Controlled drugs will be stored securely
- Pupils may self-administer where appropriate and agreed

Emergency medicines (such as inhalers or adrenaline auto-injectors) may be held by the school where appropriate and managed in line with guidance.

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7. Managing Non-Prescribed Medicines (Calpol, Piritize)

- Medicines will only be administered in school where it would be detrimental to a child's health not to do so
- Medicines must be in-date, kept safe in an appropriate location, and a log kept of when the medicine was purchased, expiry date and finished
- Written parental consent is required to be on the child's file (Appendix B)
- Verbal/email consent is required on the day
- All administration will be recorded

8. Emergency Procedures

All staff will be aware of emergency procedures for pupils with medical needs:

- Emergency information will be easily accessible but treated confidentially.
- All Emergency Medication administered will be recorded. (Appendix D)
- Staff will follow IHP instructions and seek emergency medical assistance where required.

9. Training

Staff supporting pupils with medical needs will receive appropriate training, including:

- Awareness training
- Condition-specific training where required

Training will be refreshed regularly.

10. Trips and Physical Education

Pupils with medical needs will be encouraged to participate fully in all activities. Reasonable adjustments will be made and risk assessments completed.

Medication and trained staff will accompany pupils on trips where necessary.

11. Education for Pupils Unable to Attend School

Where pupils are unable to attend school due to health needs:

- The school will work with the Local Authority under Section 19 duties
- Provision will be arranged as early as possible
- Reintegration plans will be developed collaboratively

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12. Confidentiality and Data Protection

Medical information is treated as special category data and managed in line with UK GDPR and the Data Protection Act 2018. Information is shared on a need-to-know basis only.

13 . Complaints

Concerns regarding medical support should be raised with the Executive Headteacher in the first instance, followed by the Federation complaints procedure if required.

14. Monitoring and Review

This policy will be reviewed every two years, or sooner if guidance changes.

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Appendix A: Individual Healthcare Plan

Pupil Name:	
Date of Birth:	
Medical Condition:	
Symptoms / Triggers:	
Medication / Treatment Required:	
Daily Care Requirements:	
Emergency Action Plan:	
Staff Training Required:	
Arrangements for Trips / PE:	
Self-Management (if appropriate):	
Parental Consent:	
Healthcare Professional Input:	
Review Date:	

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Appendix B: Parental Consent for Administration of Medication

Pupil Name:	
Date of Birth:	
Medical Condition:	
Medication:	
Dosage and Timing:	
Method of Administration:	
Side Effects:	
Emergency Contact Details:	
Parent/Carer Signature:	
Date:	

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Appendix C: Medication Administration Record

Date				
Time				
Medication				
Dose				
Administered by				
Signature				

Date				
Time				
Medication				
Dose				
Administered by				
Signature				

Date				
Time				
Medication				
Dose				
Administered by				
Signature				

Date				
Time				
Medication				
Dose				
Administered by				
Signature				

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Appendix D: Emergency Medication Protocol (School Use)

Location of emergency medication:	
Named trained staff:	
Storage and checks:	
Record keeping:	
Disposal arrangements:	