



Lancaster Christ Church C of E Primary School

Have Faith... In yourself... In others... In God.

Supporting children with Medical Conditions Policy

About our School

Lancaster Christ Church is a caring school with a strong sense of community. We value the uniqueness of every child and are committed to a fully inclusive learning environment.

With Christ at our centre, we encourage all children to grow and learn surrounded by love and a feeling of belonging. We strongly believe that every child matters, value all individuals and celebrate diversity.

We want our children to become confident, resilient, independent learners with a strong sense of self-worth and a caring attitude towards others.

We encourage all children to:
'Have faith... In yourself, in others and in God',
as we believe that
"Nothing will be impossible with God." Luke 1:37

We are committed to providing a broad and balanced curriculum which provides rich opportunities for children to explore a range of subjects, thus developing a variety of knowledge, skills and interests which they can apply to opportunities, responsibilities and experiences in later life.

We value the individuality of our children and their various curriculum strengths and interests. As a school, we provide opportunities for children to build upon these to become the best that they can be.

We are proud of our varied demographic and ensure that all children have opportunities to be successful, valuing the range of ways in which this success can be achieved.

Therefore, to support children to *'Have faith...in yourself, in others and in God'*, we have designed our curriculum which enables all children to flourish as individuals. This is underpinned by our curriculum intent:

"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."

1 Peter 4:10

Our Aims

- To ensure the distinctive nature of our Church school with the Christian Faith underpinning all that we do.

"For nothing will be impossible with God" Luke 1:37



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- To create a nurturing environment where everyone can feel safe, supported, and valued.
- To provide an ambitious, relevant, and coherently planned and sequenced curriculum that supports children's ability to know more, remember more, and be able to do more.
- To involve parents, carers, the church, and the wider community to enrich children's learning and cultural capital.
- To equip our children with the knowledge, skills, experiences, and attitudes they will need to successfully contribute to our future society.
- To enable all children to reach their full potential through high quality teaching, targeted academic support and wider approaches.

Rationale

At Lancaster Christ Church C of E Primary School, we are committed to meeting the needs of all pupils and ensuring that they achieve the best possible educational and other outcomes. In line with our mission statement, 'Have faith...', all children are supported within the distinctively Christian ethos of the school. We strive to ensure that to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Legislation

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body of maintained schools to make arrangements for supporting pupils at the school with medical conditions.

Key Points

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Context



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This policy should be read in conjunction with the following policies:

- Accessibility Statement and Plan
- Attendance Policy
- Intimate Care Policy
- Safeguarding and Child Protection Policy
- Special Education Needs Policy

The role of Governing Bodies

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

However, in line with their safeguarding duties, governing bodies should ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Policy Implementation

The overall responsibility for the successful administering and implementation of this policy is delegated to the Headteacher.

The Headteacher is also be responsible for ensuring that sufficient staff are suitably trained and will ensure that all relevant staff are made aware of a child's condition.

The Headteacher or Deputy Headteacher will ensure that cover arrangements are in place in case of staff absences or staff turnover, in order to ensure that someone is always available to fulfil the requirements of a child's Health Care Plan.

The Headteacher or Deputy Headteacher is responsible for briefing supply teachers and visitors to school on known medical needs.

Visit Leaders are responsible for ensuring that risk assessments for school visits and other school activities outside of the normal timetable make reference to known medical needs and the provision which is necessary to be able to accommodate these. All risk assessments will be reviewed by the Educational Visits Coordinator, and authorised by the Headteacher.

The development, monitoring and reviewing of individual healthcare plans is the responsibility of the Headteacher, in collaboration with parents and children themselves.

All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this policy.



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Definitions of Medical Conditions:

Pupils' medical needs may be broadly summarised as being of two types:

- Short-term affecting their participation in school activities e.g. because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Procedures to be followed when Notification is received that a Pupil has a Medical Condition

We will ensure that the correct procedures are followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support.

For children starting at Christ Church School, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to the school midterm, we will make every effort to ensure that arrangements are put in place as soon as possible but within two weeks.

The school does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents/carers.

Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will be led by the Headteacher.

Following the discussions an Individual Health Care Plan (IHCP) will be put in place.

Individual Health Care Plans (IHCP)

Individual healthcare plans (and their review) may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child.

Plans should be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school nurse, specialist or children's community nurse or paediatrician, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate.



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The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education and how they might work with other statutory services.

Individual Health Care Plans will usually be written by the Headteacher.

It is the responsibility of all members of staff supporting individual children to ensure that the plan is followed.

A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in Annex A.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality.

The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Annex B provides a template for the Individual Health Care Plan, which has been adapted for use by our school.

Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Emergency Health Care Plan will not be the school's responsibility to write or review.

Children with SEND

Some children with medical conditions may be considered disabled under the definition set out in the Equality Act 2010. Where this is the case will comply with their duties under that Act.

Some children may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. In such cases, reference should be made to the Special educational needs and disability (SEND) code of practice.

Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

Roles and Responsibilities

The Governing Body

The Governing Body will ensure that:



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- a policy for supporting pupils with medical conditions in school is developed and implemented
- a sufficient number of staff have received suitable training and are competent to take on responsibility for supporting a child with a medical condition
- pupils with medical condition are supported to enable the fullest participation possible in all aspects of school life
- staff have access to information and support materials as needed.

The Headteacher

The Headteacher will ensure that:

- the policy for supporting pupils with medical conditions in school is developed and effectively implemented
- all staff are familiar with the policy and understand their role in its implementation
- all staff who need to know are aware of a child's condition
- there are a sufficient number of trained staff available to implement the policy and fulfil the requirements of a child's Health Care Plan
- individual Health Care Plans are developed and updated regularly
- school staff are appropriately insured
- they liaise with the School Nursing Service in the case of any child who has a medical condition that may require support at school, but which has not yet been brought to the attention of the School Nurse.

Parents

Parents should:

- provide the school with sufficient and up-to-date information about their child's medical needs
- be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting
- carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment
- ensure they or another nominated adult are contactable at all times

Pupils with medical conditions

Pupils with medical conditions should:

- be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

School Staff



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Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

School Staff should:

- take into account the needs of pupils with medical conditions that they teach
- receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurses

School Nurses are responsible for:

- notifying the school when a child has been identified as having a medical condition which will require support in school.

They may also:

- support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

Other Healthcare Professionals

Other Healthcare Professionals should:

- notify the school nurse when a child has been identified as having a medical condition that will require support at school.

They may also:

- provide advice on developing individual healthcare plans
- provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy)

The Child's Role in managing their own Medical Needs

If it is deemed, after discussion with the parents/carers, that a child is competent to manage their own health needs and medicines, the school will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans.

Children should be able to access their medicines for self-medication quickly and easily; these will be stored in the locked cabinet in the Headteacher's office or the refrigerator in the staff room to ensure that the safeguarding of other children is not compromised. An adult should accompany the child to collect their medication.



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The school recognises that children who can take their medicines themselves or manage procedures require an appropriate level of supervision.

If a child is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed immediately so that alternative options can be considered.

Managing Medicines on the Lancaster Christ Church School Site

The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the school when it would be detrimental to a child's health or school attendance not to do so
- No child under 16 should be given prescription or non-prescription medicines without their parents/carers written consent
- We will not usually administer non-prescription medicines to a child. If a parent/carer wishes a child to have the non-prescription medicine administered during the school day, they will need to come to the school to administer it to their child.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely in the Headteacher's office or staff room. Children should know where their medicines are at all times and where practicable, should be able to access them immediately. Where relevant, they should know who holds the key to the storage facility, which will be the Headteacher.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away; these will be stored in the classroom cupboards where both class teacher and child know how to access them. If a child requires an asthma inhaler it is crucial that they have an inhaler with them in school at all times.
- During school trips, the visit leader will carry all medical devices and administer medicines as required.



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- Staff administering medicines should do so in accordance with the prescriber's instructions. The school 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 the school should be noted.
- When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps. Uncollected medication will be disposed of securely by the school. A record of disposal will be kept by the school.

Staff Training and Support

The Headteacher, Miss Emma Simpson has completed CACHE Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care.

Miss Sophie Fish, the Office Administrator, has undertaken Medicine Management training with Centaur Training Services (March 2023).

Any member of school staff providing support to a pupil with medical needs will receive suitable training. The Headteacher will ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.

Specific training may be provided by the School Nurse or other Healthcare Professionals, as required.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but ultimately this is for the school to decide, having taken into consideration the training requirements as specified in pupils' individual health care plans.

Staff who have specific responsibilities for the administration of medication on a regular basis will undertake a Medication Awareness / Administration course, either face to face or as e-learning. This training will be updated as recommended by the course provider.

Whole staff awareness training will be provided on regular basis, but at least annually, by:

- Reviewing the contents of the policy
- Reviewing the Administration of Medicines procedure

Record Keeping



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Written records are kept of all medicines administered to children. These records provide formal evidence that agreed procedures have been followed, thus offering protection to staff and children.

Written records will be stored in accordance with the school's Information Security Policy, which can be views under the GDPR tab on the school website.

Emergency Procedures

Health Care Plans clearly define what constitutes an emergency with regard to individual children, and state the procedures that should be followed in such circumstances.

Health Care Plans will be shared with all relevant members of staff, so that they are aware of emergency symptoms and procedures.

Where necessary, other pupils in the school will be informed, in general terms, what they should do in an emergency situation, for example, informing an adult immediately should they believe that help is required.

If a child needs to be taken to hospital, a member of staff will accompany them in the ambulance and stay with them until their parent /guardian arrives.

Day trips, Residential Visits and Sporting Activities

School will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

Risk Assessments will consider any steps needed to ensure that pupils with medical needs are included.

Where medication is required, the Visit Leader is responsible for:

- Signing medication out of the medicine cupboard
- Ensuring that a copy of the child's Health Care Plan is available on the visit
- Ensuring that all relevant staff are briefed with regard to emergency procedures
- Administering medication, and ensuring that a written record of this is completed
- Contacting the Base Contact should any issues arise;
- Returning the medication to the medicine cupboard, signing it back in and securing the cupboard safely.

Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:



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- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents/carers; or ignore medical evidence or opinion, (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents/carers, or otherwise make them feel obliged, to attend the school to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany the child.

Complaints

Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school.

If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the school's Complaints Policy, which is available to view on the school website.

Reviewing the Policy

The policy will be reviewed annually as part of the school's evaluation cycle.

Documentation

The following documents have been referenced in developing this policy:

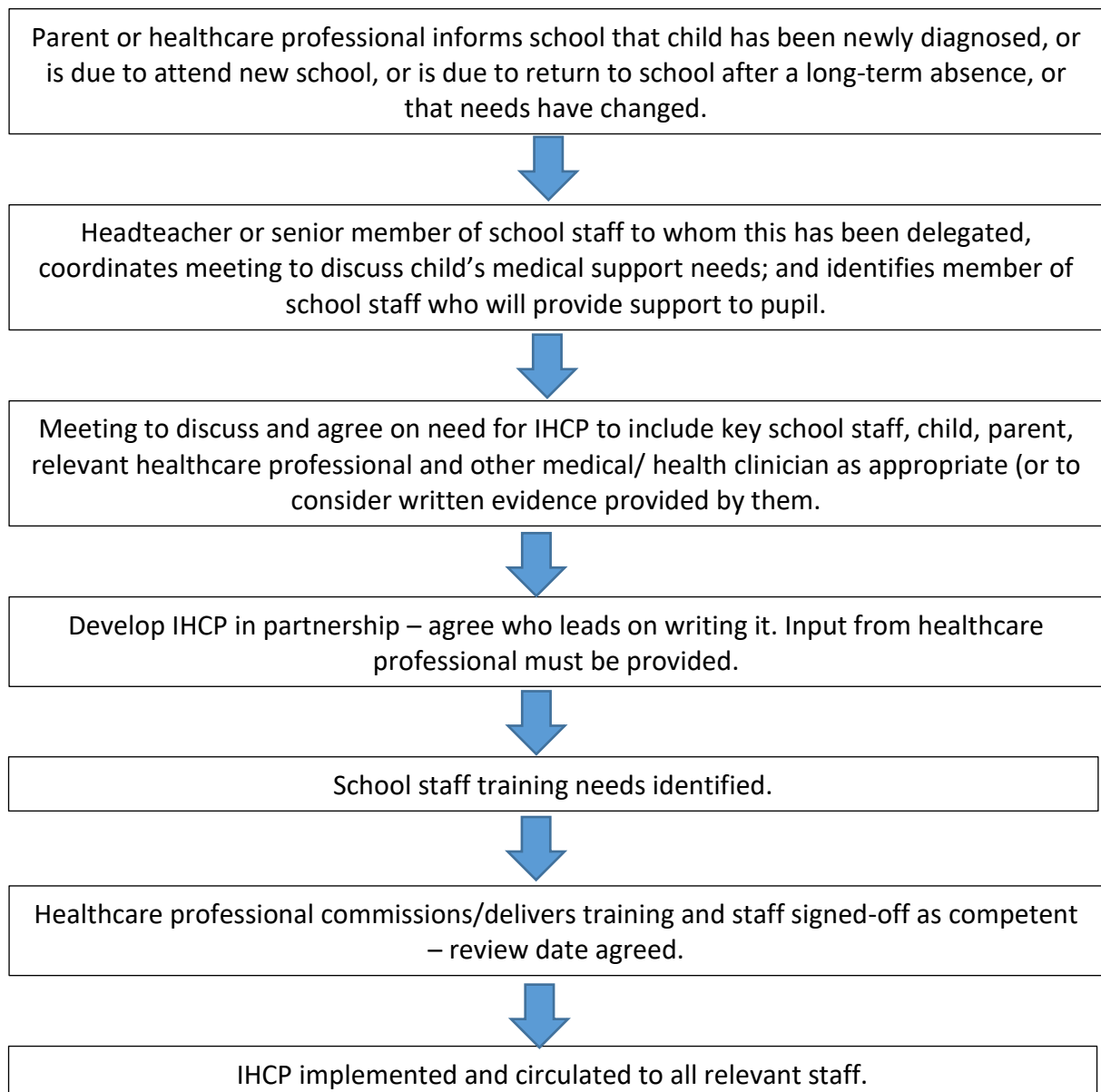
- 'Supporting pupils at school with medical conditions' (December 2017): Department for Education.



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Annex A

Model Process for Developing Individual Health Care Plans





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IHCP reviewed annually or when condition changes. Parent or healthcare professional to
state.



Return to meeting stage in cycle

Annex B: The school has adopted the Lancashire recommended formats for compiling health care plans and recording the administration of regular medication.

Annex B – Template: Individual Healthcare 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

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.



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G.P.

Name

Phone no.

Who is responsible for providing support in school?

--

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

--



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Form copied to

This policy was agreed by the Board of Governors of Christ Church Church of England Primary School on: 25th March 2026.

The scheduled review date of this policy is: March 2027.

Signed: (Chair of Governors)

Date:



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REVIEW

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	October 2018
2	<ul style="list-style-type: none"> - Addition of 'About our School', 'Our Mission Statement', 'Our Aims' and 'Rationale' sections - Amendment to 'Legislation' section - Addition of 'Key Points' and 'Context' sections - Amendments to 'Role of Governing Body', 'Policy Implementation', 'Procedures' and 'IHCP' sections - Addition of 'Children with SEND' section - Additional information added under 'Roles and Responsibilities' section - Amendment to 'Children Managing their own Medical Needs' section - Amendments to 'Staff Training and Support' section - Addition of 'Record Keeping', 'Emergency Procedures', 'Day Trips, Residential Visits and Sporting Events' sections - Amendments to 'Complaints' section - Addition of 'Documentation' section - Changes to layout to incorporate footnote, Governor's signature and Review of amendments 	January 2020
3	- Amended header and footer	January 2021



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	- Updated staff training information	
4	<ul style="list-style-type: none"> - Amendments to 'About of school' and 'Aims' sections and removal of 'Our Mission Statement section. - Amendment to 'Managing Medicines on the Christ Church Site' section: key to the medicine's storage facility will be held by the Headteacher. - Removal of sentence relating to electronic storage in Annex B. - Correction of mistake in heading: 'Annex A: Template: Individual Healthcare Plan' amended to 'Annex B'. 	March 2022
4	Updated information regarding staff and training	March 2023
5	<p>Grammatical amendments</p> <p>Amendment to 'Managing Medication on the school site' section.</p> <p>Amendment to dates referenced in 'Related Documentation' section.</p>	March 2024
6	Amendment to 'Our Aims' section	March 2025
7	Amendment to 'About Our School' section	March 2026