



WINWICK CE PRIMARY SCHOOL

Medical Needs Policy

Supporting pupils at school with medical conditions and/or health needs

In God's love, aspire and achieve to be the best
1 Corinthians 16:14 'Do everything in love.'

This document has been drawn up to comply with the statutory guidance issued in the following documents:

[Ensuring a good education for children who cannot attend school](#) because of health needs
– Statutory guidance for local authorities (January 2013)

[Supporting pupils at school with medical conditions](#) – Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (December 2015)

[Equality Act 2010](#) - Schools are required to make reasonable adjustments to enable disabled people to access education provision

[Providing support for children and young people with health needs in schools](#) - A joint statement from the Royal College of Nursing and UNISON

Amended from original Model Policy: July 2021 by C Jenkinson

Accepted by Governing Body on: 20 October 2021

Accepted by the Governing Body: 26 September 2023

Accepted by the PDBW Committee on: 30 September 2025

CONTENTS

PAGE

Introduction	3
Definitions	3
Procedure	4
Individual Healthcare Plan	4
Collaborative Working Arrangements	5
The Governing Body	5
Headteacher	6
School Staff	6
Pupils & Parents	7
Other Health Professionals	7
Staff Training and Support	9
Managing Medicines On School Premises	9
Liability and Indemnity	11
Day trips, residential visits and sporting activities	11
Home to school transport for pupils requiring special arrangements	11
Unacceptable Practice	12
Complaints	13
Supporting Students through Periods of Absence	13
Appendix 1 – Individual Healthcare Plan Implementation Procedure	15
Appendix 2 – Individual Healthcare Plan Template	16

Introduction

Children and young people with temporary or recurring medical or mental health needs are valued as full and participating members of the school community. In September 2014 a new duty was introduced for governing bodies to make arrangements to support pupils at school with medical conditions, in terms of both physical and mental health, to enable them to play a full and active role in school life, remain healthy and achieve their academic potential.

The school's coordinator for children with medical needs will have overall responsibility for ensuring that this, and other policies and procedures, are regularly reviewed and fully implemented.

At this school, the Co-ordinators for pupils with medical needs are: Caroline Jenkinson, HLTA and Kelly Mather, SENDCo.

Definitions

In Supporting Students with Medical Conditions in Schools, the Department for Education defines medical needs as both physical and/or mental health needs:

- Short-term conditions – these may affect a child/young person participating in school activities because they are on a course of medication or recovering from an illness, for example an infection, broken limb, etc.
- Long-term conditions - require extra care and support and may include conditions such as asthma, diabetes, ASD, epilepsy or other more complex conditions. We recognise that not all medical conditions or disabilities are visible.

The Statutory Framework

- Section 19 of the Education Act 1996 – The Council is required to make arrangements for the provision of suitable education at school or otherwise.
- Section 20 of the Equality Act 2010 - All organisations, including schools, are required to make reasonable adjustments to enable disabled people to access education provision.
- Section 100 of the Children and Families Act 2014 - Requires governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions.
- Special educational needs and disability code of practice 2014 – Requires local authorities, health bodies, schools and colleges to provide for those with special educational needs under part 3 of the Children and Families Act 2014.
- Education for children with health needs who cannot attend school 2013 - statutory guidance for local authorities so that children with ongoing health needs receive a suitable education.

- Supporting students at school with medical conditions - statutory guidance for governing bodies of maintained schools and proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions.
- National Framework for children and young people's continuing care - guidance for clinical commissioning groups (CCGs) when assessing the needs of children and young people whose complex needs cannot be met by universal or specialist health services.

Procedure to be followed when notification is received that a pupil has a medical condition

Parents are required to notify the child's school of any short or long term healthcare needs which will require additional support when they are in school.

Where a GP, paediatrician or other specialist healthcare professional identifies that child has a new health condition that will require support at school they are required to inform the School Nursing Team.

The School Nurse is required to notify the school about:

- Any child who has an existing health condition prior to them starting school.
- Any child who has been identified as having new a health condition.

For children starting in September arrangements should be in place in time for the start of the school year. In other cases, such as a new diagnosis or children moving to Winwick CE Primary School mid-term, this should normally take no more than two weeks.

A flow chart setting out the process that may be followed for identifying and agreeing the support a child needs is provided in Appendix 1.

Individual Healthcare Plans

Individual Healthcare Plans (IHCP) can help to ensure that schools are able to effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are likely to be helpful in the majority of cases, and especially for long-term and complex medical conditions, although not all children will require one.

At this school the individual(s) responsible for drawing up IHCPs will be: Caroline Jenkinson, HLTA and Kelly Mather, SENDCo

Plans will be reviewed at least termly or earlier if the child's needs change. They will be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan will be linked to the child's EHC plan where they have one.

When drawing up an IHCP the following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments.

- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, 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, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, and expectations of their role, cover arrangements for when they are unavailable and confirmation of proficiency to provide support for the child's medical condition.
- Who in the school needs to be aware of the child's condition and the support required.
- Written permission from parents for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g. risk assessments.
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements. Other pupils in the school should know what to do, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

In the event of an emergency, the ambulance (or other emergency service) should be directed to: Winwick CE Primary School, Myddleton Lane, Winwick, Warrington, WA2 8LQ.

Collaborative working arrangements

Supporting a child with a medical condition during school hours is not the sole responsibility of the school. Partnership working between school staff, healthcare professionals, social care professionals, Warrington Borough Council officers and parents and pupils is critical.

The Governing Body will:

- Ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made
- Take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. They will often be long-term, on-going and complex and some will be more obvious than others. The governing body will therefore

ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life

- Ensure that their arrangements give parents confidence in the school's ability to support their child's medical needs effectively. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, increase their confidence and promote self-care. in line with their safeguarding duties, not place other pupils at risk or accept a child in school where it would be detrimental to the child and others to do so
- Ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
- Ensure that written records are kept of all medicines administered to children.

The Headteacher will:

- Ensure that policies are developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensure that all staff who need to know are aware of the child's condition, being mindful of GDPR and confidentiality.
- Ensure that sufficient trained staff are available to implement the policy and deliver against all IHCPs, including in contingency and emergency situations.
- Contact the School Nursing Team Trust in the case of any child who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse.
- Work with Bridgewater Community Healthcare Trust and other healthcare professionals and consultants to put in place the care and support needed to manage the child's health and care needs whilst at school.
- Make sure that the school is appropriately insured and that staff are aware that they are insured to support pupils in this way.
- Oversee the development and implementation of all IHCPs.

School staff:

- 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.
- All staff will have received suitable training, and their competency will be assured, before they take on responsibility to support children with medical conditions.
- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Data Protection Officer:

- Ensures that student medical data and associated IHCPs are recognised as Special Category Personal Data and managed in accordance with the provisions of the Data Protection Act 2018 (the UK's implementation of the General Data Protection Regulation – GDPR) as amended, providing training to relevant staff as appropriate.

Pupils will:

- Often be best placed to provide information about how their medical condition affects them. They will 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. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Wherever possible, children will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication, quickly and easily. Children who can take their medicines themselves or manage procedures may require a level of supervision.

Parents will:

- Alert the school about their child's medical needs or changes to their needs. They will also be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Healthcare professionals will:

- Notify the school when a child has been identified as having a medical condition who will require support in school. Wherever possible, they will do this before the child starts at the school or at the earliest opportunity.
- Provide written information, advice and guidance to school staff about how best to manage the child's medical condition – this includes training and ongoing supervision where any nursing task has been delegated to the school.
- Support the development of the IHCP.

- Provide a risk assessment about the care management plan for the child, specifically where the provider has delegated a nursing task to be carried out. Any worker carrying out specific nursing tasks should also receive regular training and supervision.

The School Nurse does not have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but can support staff on implementing a child's individual healthcare plan (if required) and provide advice and guidance.

The School Nurse is able to provide support and training to school staff to administer the following medications:

- EpiPen (for allergies)
- Buccal Midazolam (for epilepsy)
- Inhalers (for asthma).

At this school, the allocated school nurse/qualified healthcare professional can be contacted via Warrington 0 to 19 Integrated Services on Tel No. 01925 946803 Email: bchft.0to19@nhs.net
The named school nurse for Winwick CE Primary is Michelle Kerr. Email: michelle.kerr19@nhs.net

GPs, paediatricians and other healthcare professionals:

- May notify the school health advisor when a child has been identified as having a medical condition that will require support at school.
- They may provide advice on developing IHCPs.
- Specialist Nurses may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy or other health needs as appropriate).

Warrington Borough Council will:

- Promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation.
- Wherever possible, provide support, advice and guidance to ensure that the support specified within IHCP can be delivered effectively.
- Work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs then the local authority has a duty to support schools in making other arrangements.

Clinical commissioning groups will:

- Make sure that services are responsive to children's needs and make arrangements to provide the services specified in any child's EHC Plan.
- Encourage health providers (commissioned by the CCG) to cooperate with schools supporting children with medical conditions.

- Foster good links between health services and schools, and consider how to encourage health services in providing support and advice (and can help with any potential issues or obstacles in relation to this).
- Make sure that children in schools who have long-term conditions and disabilities have access to clinical support. Children in special schools in particular may need care which falls outside the remit of the Council's commissioned school nurses. This will include support for conditions such as gastrostomy and tracheostomy care, or postural support. CCGs should ensure their commissioning arrangements are adequate to provide the ongoing support essential to the safety of these vulnerable children whilst in school.

Staff training and support

All staff including supply or temporary staff have access to the IHCPs via the Google Drive with an up to date student list provided to staff directly.

All first aiders and relevant staff receive annual epipen training with the school nurse team (or via remote training from recognised authorities in this medical condition e.g.

<https://www.allergywise.org.uk>).

All first aiders and staff receive annual refresher training on Asthma via the school nurse team (or via remote training from recognised authorities in this medical condition e.g.

<https://www.asthma.org.uk>).

All first aiders and staff receive annual refresher training on using the school's defibrillator via the manufacturer's website.

Any other training needs are identified via IHCPs and put in place.

Managing medicines on school premises

- Medicines will only be administered at 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 parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents (It is good practice for professionals to follow the criteria commonly known as the Fraser guidelines). In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- No child under 16 will be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed, via Ping messaging service, of the dosage given and the time.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

- The school will only accept prescribed medicines that are in-date, labelled (with the child's name and instructions for administration, dosage and storage) and provided in the original container as dispensed by a pharmacist. 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. Children will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens will be readily available to children and not locked away.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. The school has a pastoral role to play in preventing drug misuse as detailed in the Safeguarding Policy and Procedures.
- 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. This must be witnessed and countersigned by another member of staff. Any side effects of the medication to be administered at school should be noted; and if medication is for any reason not given a record must be kept and the parent(s)/carer(s) informed via the Ping messaging service.
- A record of all allergies of the child must be maintained.
- When no longer required, medicines 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.

Delegable Nursing Tasks

The Royal College of Nursing recommends that some specific health tasks can be delegated to non-healthcare professionals including education support staff. Prior to the delegation of any procedures, the Nursing Team or relevant health professional is required to:

- Obtain consent from the person with parental responsibility for the task to be delegated to the worker in the educational setting.
- Undertake an assessment of the associated risks of delegating a specific healthcare procedure.
- Where the risk can be mitigated through appropriate training the task may be delegated in in agreement from the school leader. **Please note that healthcare tasks cannot be automatically delegated without any consultation with the school leader. The school leader must fully agree to take responsibility for carrying out the task.**
- The provider's Risk Assessment must be shared with the school leader and/or Council prior to the task being delegated.

- Work with the school to identify an appropriate person to carry out the task – the person must volunteer to undertake the task if not contained within the job description of the employee. **Existing employees cannot be forced to undertake any additional healthcare tasks where they have been employed with the purpose of supporting a child's learning needs.**
- Provide relevant advice and guidance to the school staff as a whole.
- Provide appropriate training and ongoing supervision/support to the worker.
- Work with the schools to identify a suitable environment to carry out the task.
- Have in place an appropriate indemnity arrangement which provides appropriate cover relevant to the scope of practice.

The school leader will make sure that the delegation of these responsibilities is included within the employee's job description or within a mutually agreed job role before any training is provided or expectation that care will be undertaken. The school leader will also have in place adequate insurance cover for the duties they are undertaking.

[Providing support for children and young people with health needs in schools](#)

Liability and indemnity

Governing bodies of maintained schools and management committees of academies should ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Before carrying out any medical procedure the school is responsible for checking with the insurers that they have adequate cover to provide the medical treatment and care.

- a) Each child who receives a medical procedure or intervention in school has a specific individual care plan signed off by the child's parents, the school head teacher and the child's General Practitioner or supervising consultant.
- b) The care plan must include full details of the emergency procedures in the event of a medical emergency.
- c) The child's parents have provided written consent for a non-Medical or Healthcare practitioner to provide the medical procedure or intervention to their child.
- d) The employee who is providing the medical procedure or intervention has received full training from a registered Medical or Healthcare professional and has been signed off as fully competent in the procedure they are providing.
- e) The employee who is providing the medical procedure or intervention has provided written confirmation that they have read and understood the individual care plan.

Day trips, residential visits and sporting activities

Reasonable adjustments will be made to encourage pupils with medical conditions to participate in school trips and visits, or in sporting activities. Teachers will be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities. The schools will make arrangements for the inclusion of pupils in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

Home to school transport for pupils requiring special arrangements

- All students accessing Home to School SEN transport support have an assessment of need carried out before being placed on any transport service vehicle.
- Each vehicle carries a route card listing address and contact details of students carried, seat type or wheelchair requirement, and a brief set of "*in transit*" care notes that may have a bearing on the journey to and from home together with emergency instructions specific to individual students.
- It should be noted that the detail level within the care note varies with the student's level of need and is aimed at the journey requirements only, all information is supplied by parents and carers at point of the students "needs assessment" prior to service starting so that there is a clear understanding of how a student's needs may be accommodated during their journey.
- Parents/carers are advised that it their responsibility to update this care information where changes may occur for the student.
- Passenger Assistants and/or Drivers are not employed, trained or authorised to carry out intimate care or medical intervention of any kind during a journey to or from home or school. The default and only course of action for vehicle crews in case of medical concerns will be to contact the emergency services.
- Where students may require specialised medical assistance en route, it remains the duty of the parents/carers to inform the transport department of this and make their own arrangements at their own cost for the provision of such specialised assistance whilst the student travels on the allocated vehicle.
- All parents/carers of students accessing the transport support supplied by the local authority are issued with a copy of "student conditions of carriage" which outlines the procedures, guidelines and requirements under which the service is operated.
- Transport support and assistance should be viewed as a means of accessing provisions and services and not as part of the medical care package for any student.

Unacceptable practice

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

- Prevent children from easily accessing their medication and administering it when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities.
- Send an unwell child to the school office or medical room unaccompanied or with someone unsuitable (such as another child).
- Penalise children for their attendance record if their absences are related to their medical condition (such as hospital appointments).
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition.
- Require parents to attend school to administer medication, provide medical support, or toilet their child.
- Prevent children, or create unnecessary barriers, to children participating in any aspect of school life, including school trips.

Complaints

Should parents be dissatisfied with the support provided to their child they should discuss their concerns directly with the school. If for whatever reason this doesn't resolve the issue, they may make a formal complaint via the school's complaints procedure.

<https://winwick.eschools.co.uk/website/complaints/420220>

Supporting pupils through periods of absence from school

For some pupils, their health condition will require them to have an extended period of time out of school. The school will do all that it can to ensure that such children are supported through their period of absence from school and sensitively re-integrated once they are well enough to attend.

The school's coordinator for children with medical needs will take an active and continuing role in their educational, social and emotional progress. The school will at all times aim to work in partnership with parents to ensure the best possible outcomes and a return to school as soon as possible.

Some children with medical conditions may have a disability. Where this is the case, the governing body will comply with their duties under the Equality Act 2010. Some may also have

special educational needs (SEN) and a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

The school will continue to maintain a contact with a pupil who is unwell and not attending and will contribute to their academic and reintegration plans in order that they may enjoy a continuous level of education and support from the school during their period of absence. This may include providing other agencies with relevant information about the child, helping to maintain contact with parents, assisting with and guiding the work of the child, supporting the process of achieving public examinations or taking part in National Curriculum tests and providing emotional support at the level of teacher and peer involvement.

The school will do all that it can to maintain links with appropriate agencies and the Local Authority. Reintegration back into school will be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.

Warrington Borough Council

Warrington Borough Council will support the school in its work to reintegrate pupils into full time education at the earliest possible opportunity. In the greatest number of cases this means a return to mainstream education.

The Council's Policy outlines the responsibilities for schools, local authority and health service. This should be read in conjunction with the school's policy.

Where a child's health condition requires an extended period of absence or repeated absences for the same condition, the school is required to notify the Council.

These pupils may be:

- a) Children who have been deemed by a medical practitioner as being too ill to attend the school for more than 15 days or who have conditions which lead to recurrent absences from school which becomes significant in the longer term.
- b) Pupils with mental health problems who are unable to attend school.

Appendices:

A - Pathway for supporting pupils at school with medical conditions

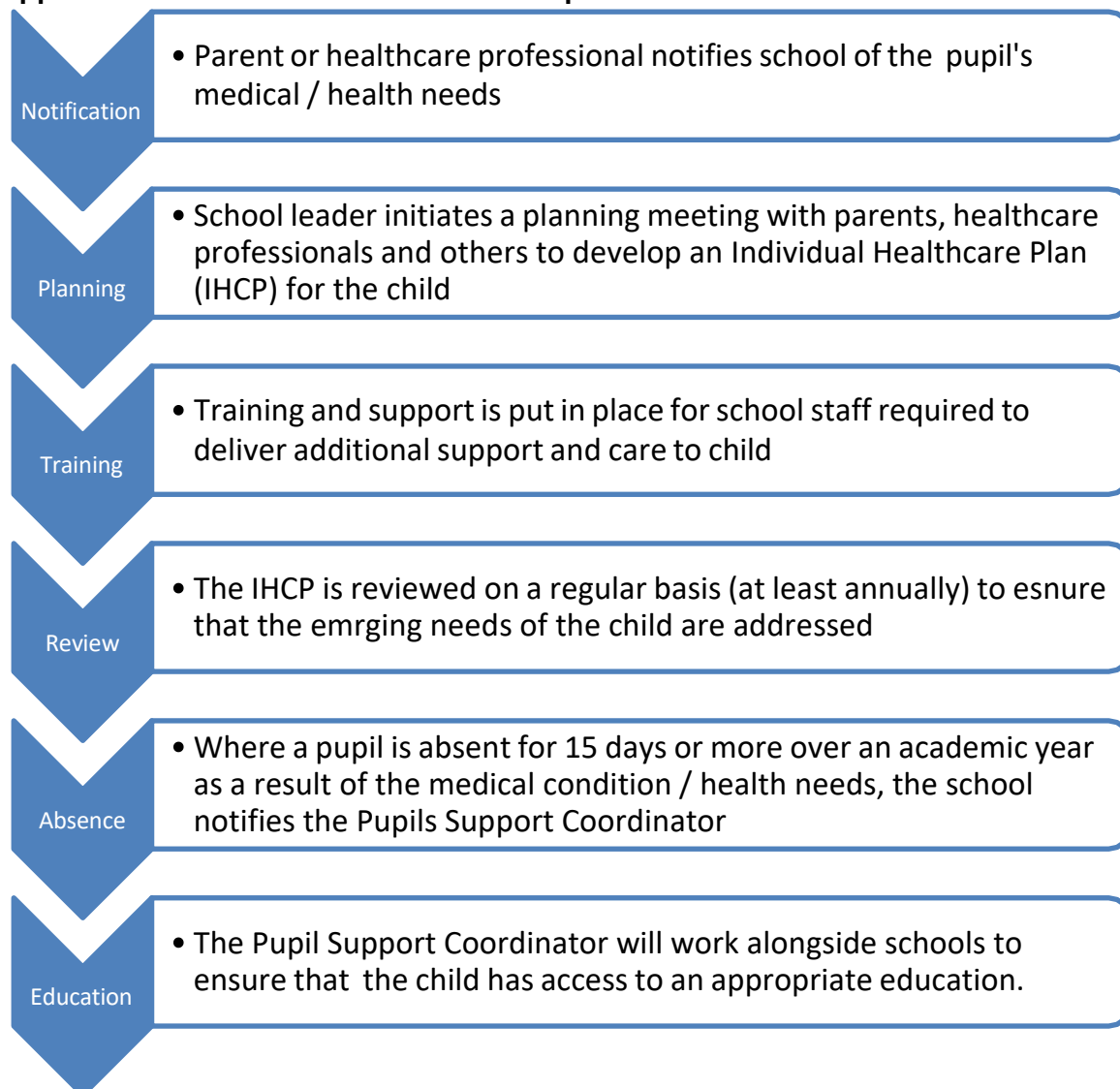
B - Escalation Flowchart

This policy will be reviewed regularly and will be accessible to parents/carers via https://winwick.eschools.co.uk/website/school_policies_1/387893. Alternatively, hard copies can be made available on request to the school office Tel No. 01925 630995.

Date ratified by the governing body: 30 September 2025, PDBW Committee

Date of next review: September 2027

Appendix A: Individual Healthcare Plan Implementation Procedure



Appendix B: Individual Healthcare Plan

Winwick CE Primary

Insert child's photograph

Child's name:

Group/class/form:

Date of birth:

Child's address:

Medical diagnosis or condition:

Date:

Review date:

Family contact information

Name:

Phone number (work):

(home):

(mobile):

Name:

Relationship to child:

Phone number (work):

(home):

(mobile):

Clinic/hospital contact

Name:

Phone number:

Child's GP

Name:

Phone number:

Child's name:

Group/class/form:

Date of birth:

Child's address:

Medical diagnosis or condition:

Date:

Review date:

Family contact information

Name:

Phone number (work):

(home):

(mobile):

Name:

Relationship to child:

Phone number (work):

(home):

(mobile):

Clinic/hospital contact

Name:

Phone number:

Child's GP

Name:

Phone number:

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 it should be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

PE & Playtimes

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

Responsible person in an emergency (state if different for off-site activities):

Plan developed with:

Name	Signature	Date
Parent/Carer		
Head Teacher		
Employee providing the medical procedure		
GP/Supervising consultant		

** It is a condition of the insurance that the plan is agreed and signed by the above*

Form copied to:

*This IHCP should be used as an ongoing 'live' risk assessment document which should be distributed to other services as appropriate and link into existing processes such as EHCP, PEP reviews, Community Paediatrics, CAMHS etc.
It should include mental health as well as physical health conditions to ensure everyone has a holistic overview of the difficulties a CYP may be facing in their access to education.*

Review date:

