St Antony's
Roman Catholic School

Respect † Love † Integrity † Service † Resilience

Medical Needs Policy

June 2026

Policy Statement

All policies and procedures at St Antony's Roman Catholic School are underpinned by our Catholic ethos and Mission Statement. We seek to care for every member of our community, recognising each individual as created in the image of God, and ensuring that all pupils are enabled to flourish academically, socially, emotionally and spiritually. Supporting pupils with medical needs is an integral part of this commitment.

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how St Antony's RC School supports pupils with medical conditions.
- Pupils with medical conditions are properly supported so that they can access the same education as their peers, including school trips, enrichment activities and sporting opportunities.

The governing board will implement this policy by:

- Ensuring that sufficient staff are suitably trained and competent.
- Ensuring that relevant staff are aware of pupils' medical conditions, where appropriate.
- Making sure there are appropriate cover arrangements so that a trained member of staff is always available.
- Providing relevant information to supply teachers.
- Developing, implementing and monitoring Individual Healthcare Plans (IHPs).

Named person responsible for implementing this policy:

Mr Speake (Designated Safeguarding Lead), working alongside Miss Quirke (Office Manager).

2. Legislation and statutory responsibilities

This policy meets the requirements of Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils with medical conditions at school.

It is based on the Department for Education's statutory guidance Supporting Pupils with Medical Conditions at School. This policy also complies with St Antony's RC School's funding agreement and articles of association.

3. Roles and responsibilities

3.1 Governing Board

The governing board has ultimate responsibility for ensuring that arrangements are in place to support pupils with medical conditions. The governing board will ensure that:

- Policies are in place and reviewed regularly.
- Staff receive appropriate training and are competent before taking responsibility for supporting pupils with medical conditions.

3.2 Headteacher

The Headteacher will:

- Ensure that all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to support pupils with medical needs, including in contingency and emergency situations.
- Ensure that all staff who need to know are aware of a pupil's medical condition.
- Take overall responsibility for the development and implementation of IHPs.
- Ensure that staff are appropriately insured and aware that they are insured to support pupils with medical conditions.
- Contact the school nursing service when required.
- Ensure that systems are in place for obtaining and updating information about pupils' medical needs.

3.3 Staff

Supporting pupils with medical conditions is not the sole responsibility of one individual. Any member of staff may be asked to provide support to pupils with medical conditions, including administering medicines, but will only do so where they are competent and have received appropriate training.

Teachers and support staff will:

- Take into account the needs of pupils with medical conditions when planning and delivering lessons.
- Know how to respond appropriately when a pupil with a medical condition requires support.

Key staff at St Antony's RC School include:

- Mr Speake – Designated Safeguarding Lead
- Miss Quirke – Office Manager; responsible for medicine administration processes
- Mr Child – Senior First Aider
- Miss Mortell – Provision of day-to-day care for pupils who are unwell or who have medical conditions
- Mr James – Mental Health Lead

3.4 Parents

Parents must:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be fully involved in the development and review of their child's IHP.
- Provide medicines and equipment as required and ensure that they are clearly labelled and in date.
- Ensure they, or another nominated adult, are contactable at all times.

3.5 Pupils

Pupils with medical conditions are encouraged to be involved in decisions about their medical care, where appropriate. Pupils are expected to follow their IHP and communicate with staff if they feel unwell or require support.

3.6 School Nurses and Healthcare Professionals

The school nursing service and other healthcare professionals will:

- Notify the school when a pupil has been identified as having a medical condition that requires support in school.
- Support staff with the development and review of IHPs.
- Provide advice and training where appropriate.

4. Equal opportunities

St Antony's RC School actively supports pupils with medical conditions to participate fully in all aspects of school life, including educational visits, residential trips and sporting activities.

Reasonable adjustments will be made where necessary. Risk assessments will be carried out and will take account of pupils' medical needs. Parents, pupils and relevant healthcare professionals will be consulted as part of this process.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to determine whether an IHP is required.

The school will make every effort to ensure that appropriate arrangements are in place within two weeks, or by the beginning of the relevant term for pupils new to the school.

6. Individual Healthcare Plans (IHPs)

The Headteacher has delegated responsibility for the development and oversight of IHPs to Mr Speake (DSL), supported by Miss Quirke (Office Manager) and the school nursing service.

Not all pupils with medical conditions will require an IHP. This decision will be made in consultation with parents and healthcare professionals and will be based on evidence.

IHPs will:

- Be reviewed at least annually, or sooner if a pupil's needs change.
- Be developed with the pupil's best interests in mind.
- Clearly set out what needs to be done, when, and by whom.

IHPs may include:

- Details of the medical condition, triggers, signs, symptoms and treatments.
- The pupil's specific needs, including medication, equipment, dietary requirements and environmental considerations.
- Educational, social and emotional support arrangements.
- The level of support required, including emergency arrangements.
- Details of staff training and cover arrangements.
- Arrangements for school trips and off-site activities.
- Confidentiality considerations.

Where a pupil has an Education, Health and Care Plan (EHCP), the IHP will be linked to it.

7. Managing medicines

7.1 General requirements

Prescription and non-prescription medicines will only be administered at school where:

1. It would be detrimental to the pupil's health or attendance not to do so; and
2. Parents have provided written consent.

Pupils under 16 will not be given medicines containing aspirin unless prescribed by a doctor.

The school will only accept medicines that are:

- In date
- Clearly labelled
- Provided in the original container, with instructions for administration and storage (except insulin pens or pumps).

All medicines are stored securely in the main school office. Access is managed by Miss Quirke. Emergency medicines such as inhalers and adrenaline auto-injectors are readily accessible at all times.

7.2 Controlled drugs

Controlled drugs are stored securely in the main office and only accessed by named staff. A written record of doses administered will be maintained.

7.3 Pupils managing their own needs

Where pupils are deemed competent, they may be allowed to manage their own medication, in line with their IHP and following agreement with parents and healthcare professionals.

7.4 Unacceptable practice

The school will not engage in unacceptable practice, including:

- Preventing pupils from accessing their medication.
- Penalising pupils for absences related to medical needs.
- Requiring parents to attend school to administer medication.
- Preventing pupils from participating fully in school life due to medical needs.

8. Emergency procedures

In an emergency, staff will follow the school's normal emergency procedures, including calling 999 where necessary. All IHPs will clearly outline emergency procedures. Staff will remain with the pupil until parents arrive or will accompany the pupil to hospital if required.

9. Training

Staff who support pupils with medical conditions will receive appropriate and up-to-date training. Training needs will be identified during the development or review of IHPs and will be delivered or overseen by relevant healthcare professionals. All staff will receive awareness training on this policy as part of their induction.

10. Record keeping

Written records will be kept of:

- All medicines administered to pupils.
- Individual Healthcare Plans.

Records will be stored securely but will be readily accessible to relevant staff.

11. Liability and indemnity

St Antony's RC School is a member of the Department for Education's Risk Protection Arrangement (RPA), which provides cover for:

- Employer's liability
- Public liability
- Professional indemnity
- Property damage

12. Complaints

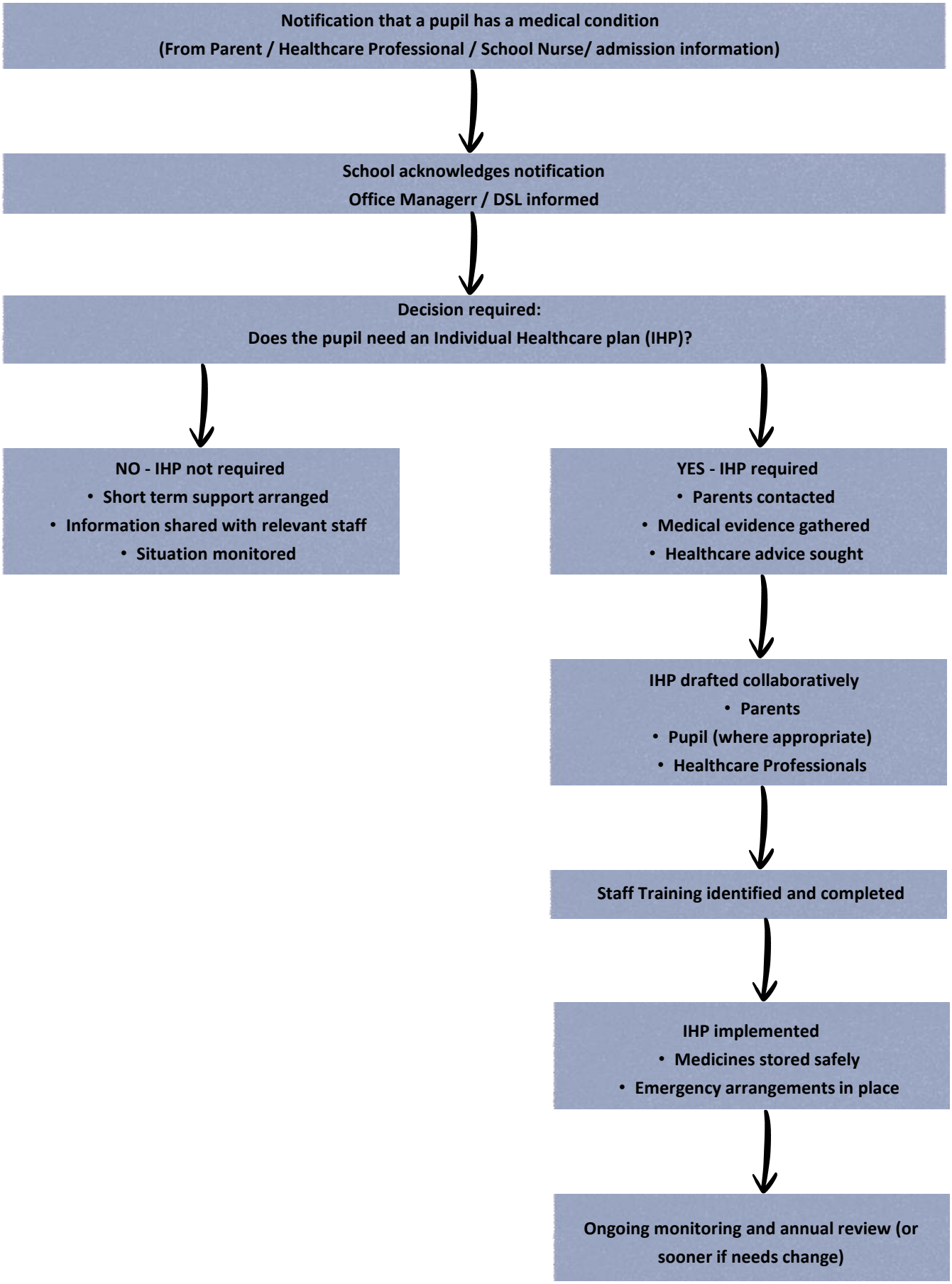
Any complaints regarding the support provided to pupils with medical conditions should initially be directed to Mr Speake (DSL). If the matter cannot be resolved, the school's formal complaints procedure should be followed.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every two years.

14. Links to other policies

This policy should be read in conjunction with the following:

- Safeguarding Policy
- Health and Safety Policy
- Attendance Policy
- Equality Objectives
- SEN Information Report
- Accessibility Plan

15. Appendix 1: Being notified a child has a medical condition