



Stebbing Primary School

Medical Needs Policy

Created/updated:	October 2025
Ratified By Governing Body:	November 2025
Due for review	October 2028

Introductory statement

Stebbing Primary School is committed to providing a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

Pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that schools provide effective support for children's medical conditions and that pupils feel safe. In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. This policy sets out the school's aims and procedures.

This is not a policy for short-term illness and related medication for example antibiotics or paracetamol for a cold or eye infection etc.

Objectives

1. To ensure as little disruption to our pupils' education as possible.
2. To develop knowledge and training in all areas necessary for our pupils.
3. To ensure we develop links with all outside agency support systems where needed.
4. To ensure safe storage and administration of agreed medication.
5. To provide a fully inclusive school.

Identification

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, making referrals or liaising with specialists or medical professionals, employing new staff or re-organising classroom facilities.

Provision and organisation

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at Stebbing Primary School. Ongoing support may be received from specialists or medical professionals. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the school's first aid training. Pupils requiring continuous support for a medical condition will be given a Care Plan.

Care plans

The main purpose of a Care Plan is to identify the level of support that is needed at school for an individual child. The Care Plan clarifies for staff, parents/carers and the child the help the school can

provide and receive. These plans will be reviewed annually as a minimum. The Care Plan will be written with parents/ carers.

A Care Plan will include:

- Details of the child's condition
- Details of medication
- Where the medication is kept
- What constitutes an emergency 2
- What action to take in an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs.
- Side effects of medicines

A copy will be given to relevant medical practitioners, parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file.

Roles and responsibilities

The ultimate responsibility for the management of this policy in school is with the Headteacher and Governing Body. The SENCo/class teacher will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained and that medication is kept in a specified place and is clearly labelled. All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils. All staff who administer medication are required to sign a form and have a witness countersign to say that it was administered correctly. In the event of staff illness a member of the Leadership Team/Office Team will ensure that any supply teachers are aware of specific medical needs and that appropriate support has been put in place.

School visits

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned for as part of the risk assessment and visit planning process. A copy of the Care Plan should be taken on trips and visits in the event of information being needed in an emergency.

Other support

It may be necessary to seek advice from outside agencies. This may include:

- School Nurse Service
- Medical specialists relating to pupil

- Social Services
- Specialist Support Groups
- Educational Psychology Team
- Family Solutions/Social Services

Monitoring and evaluation

This policy will be monitored regularly and updated when necessary. We will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school. This policy will also be made available to parents through the website. We will ask parents for updates regarding medical information.