Supporting Children in School with Medical Needs Policy

Setting: Castle Newnham All Through School

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DATE APPROVED:	October 2026
APPROVED BY:	Local Committee of the Board
NEXT REVIEW DATE:	October 2027

A. RATIONALE

Castle Newnham All Through School is committed to ensuring that pupils with medical conditions are appropriately supported so that they can access education, remain safe and participate fully in school life.

The school recognises that medical conditions may affect a pupil's attendance, learning, physical health, emotional wellbeing and ability to participate in school activities. We aim to minimise disruption to education by providing appropriate support, making reasonable adjustments where required and working collaboratively with pupils, parents/carers, healthcare professionals and other relevant agencies.

This policy sets out the arrangements for supporting pupils with medical conditions, including the development and implementation of Individual Healthcare Plans (IHPs), the safe management of medication, staff responsibilities, emergency procedures and arrangements for educational visits and extracurricular activities.

B. AIM

The aim of this policy is to ensure that all pupils with medical conditions receive appropriate support to manage their health needs safely and effectively during the school day and when participating in school activities.

Castle Newnham All Through School is committed to:

- Ensuring that pupils with medical conditions have full access to education, including school trips, physical education and extracurricular activities, wherever appropriate.
- Making reasonable adjustments to prevent pupils with disabilities from being placed at a substantial disadvantage.
- Ensuring that medical information is accurately recorded, regularly reviewed and appropriately communicated to relevant staff.
- Establishing clear procedures for the development, implementation and review of Individual Healthcare Plans (IHPs).
- Ensuring that medication is stored, administered and accessed safely in accordance with individual needs and relevant guidance.
- Providing appropriate training and support so that staff understand their responsibilities and can respond effectively to medical needs and emergencies.
- Working in partnership with parents/carers, pupils, healthcare professionals and relevant external agencies to ensure that individual medical needs are appropriately supported.

C. PRINCIPLES

Castle Newnham All Through School recognises that pupils with medical conditions have the same rights to education and opportunities as their peers. The school will ensure that arrangements are in place to support pupils with medical conditions in accordance with statutory guidance and relevant legislation.

The following principles underpin the school's approach to supporting pupils with medical conditions:

i. All children and young people are entitled to a high quality education;
ii. Disruption to the education of children with health needs should be minimised;

iii. Pupils with medical conditions should be supported to attend school wherever it is medically appropriate and safe to do so. The school will make reasonable adjustments and implement appropriate support arrangements to enable pupils to access education and participate in school life.

iv.
v. Effective partnership working and collaboration between schools, families, education services, health services and all agencies involved with a child or young person are essential to achieving the best outcomes for the child;
vi. Children with health needs often have additional social and emotional needs. Attending to these additional needs is an integral element in the care and support that the child requires; and that
vii. Children and young people with health needs are treated as individuals, and are offered the level and type of support that is most appropriate for their circumstances; staff should strive to be responsive to the needs of individuals.

i. Pupils with medical conditions should be supported to attend school wherever it is medically appropriate and safe to do so. The school will make reasonable adjustments and implement appropriate support arrangements to enable pupils to access education and participate in school life.

ii.

The school will ensure that appropriate arrangements are in place to support pupils with medical conditions. In particular, Castle Newnham All Through School will:

i. Support pupils to remain in school and participate in normal school activities wherever it is safe and medically appropriate, taking account of their individual healthcare needs and any relevant clinical advice.

ii. Ensure that pupils who become unwell during the school day receive appropriate support. Where a medical emergency is suspected, staff must summon assistance immediately and follow the pupil's Individual Healthcare Plan (IHP), emergency action plan or the school's

emergency procedures. Pupils experiencing a serious medical emergency must not be sent to the school office.

iii. Ensure that pupils can access drinking water, food, toilet facilities, rest breaks and other reasonable adjustments where required to manage their medical condition.

iv. Ensure that prescribed medication and emergency medical equipment are safely stored and readily accessible to pupils and authorised staff when required, including during lessons, physical education, extracurricular activities and educational visits.

v. Ensure that pupils are not disadvantaged or penalised because of absences directly related to their medical condition, including hospital appointments and treatment. Attendance will be managed in accordance with statutory requirements and the school's attendance procedures.

vi. Work collaboratively with parents/carers and healthcare professionals to ensure that appropriate medical support is available during the school day. Parents/carers will not routinely be expected to attend school to administer medication or provide medical care that the school is responsible for arranging.

vii. Ensure that pupils with medical conditions are supported to participate in school trips, educational visits, sporting activities and extracurricular opportunities. Appropriate risk assessments, reasonable adjustments and trained staff will be arranged where required. Parents/carers will not be required to accompany their child as a condition of participation, although this may be agreed voluntarily where appropriate.

i. Pupils with Medical Conditions

ii. For the purposes of this policy, pupils with medical conditions may include:

iii. i. Pupils with long-term or chronic medical conditions requiring ongoing monitoring, treatment, medication or adjustments during the school day.

iv. ii. Pupils with short-term medical conditions, injuries or illnesses that require additional support or temporary adjustments to access education safely.

v. iii. Pupils with physical disabilities or health conditions that affect mobility, access to the school environment or participation in school activities.

vi. iv. Pupils with mental health conditions that require specific medical support, reasonable adjustments or coordinated arrangements to access education.

vii. v. Pupils recovering from surgery, hospital admission or medical treatment who require additional support or a planned reintegration into school.

viii. Some pupils with medical conditions may also be considered disabled under the Equality Act 2010 and may be entitled to reasonable adjustments. Others may

have special educational needs (SEN), including those with an Education, Health and Care Plan (EHCP).

ix. Where a pupil has both medical and special educational needs, the school will ensure that relevant support arrangements are coordinated, while recognising that an Individual Healthcare Plan (IHP) and an EHCP serve different purposes.

x. This policy should be read alongside the school's SEND Policy, Attendance Policy, Safeguarding Policy, First Aid Policy and approved Allergy Policy.

xi.

Roles and Responsibilities

Governing Body

The Governing Body is responsible for ensuring that appropriate arrangements are in place to support pupils with medical conditions and that the school meets its statutory responsibilities.

This includes ensuring that:

- The school has an effective policy for supporting pupils with medical conditions.
- Appropriate resources, staffing and training are available to meet pupils' medical needs.
- Staff supporting pupils with medical conditions have access to appropriate information, training and guidance.
- Pupils with medical conditions are supported to participate fully in school life wherever appropriate.

Principal

The Principal has overall responsibility for ensuring that this policy is implemented effectively across the school.

This includes:

- Ensuring that relevant staff are aware of pupils' medical conditions and the support required.
- Ensuring that sufficient appropriately trained staff are available to implement Individual Healthcare Plans, including during staff absence and emergencies.
- Ensuring that arrangements are in place for the safe storage, administration and accessibility of medication.
- Ensuring that Individual Healthcare Plans are developed, implemented and reviewed where required.
- Ensuring that appropriate arrangements are made for pupils with medical conditions during school trips and extracurricular activities.

Senior Vice Principal

The Senior Vice Principal will provide line management and operational oversight of the Medical Welfare Officer, supporting the effective implementation of medical care and welfare arrangements across both school sites.

This includes supporting the identification of appropriate resources, staffing, training and escalation arrangements, and ensuring that significant concerns relating to medical provision are addressed in consultation with the Principal.

Medical Welfare Officer

The Medical Welfare Officer, reporting to the Senior Vice Principal, will be responsible for coordinating the day-to-day medical care and welfare arrangements for pupils across both the North and South Sites.

Responsibilities will include:

- Providing appropriate first aid, medical care and welfare support to pupils in accordance with their individual needs, relevant training and school procedures.
- The Medical Welfare Officer and SEND team will work collaboratively to coordinate the development, implementation and review of Individual Healthcare Plans (IHPs) across both school sites.
- This will include gathering relevant medical information, liaising with parents/carers and healthcare professionals, developing new plans, reviewing and updating existing plans and ensuring that appropriate arrangements are communicated to relevant staff.
- The Medical Welfare Officer will take a lead role in maintaining and reviewing existing IHPs, ensuring that medical information remains accurate and up to date. The SEND team will contribute to the development of new IHPs and support arrangements, particularly where medical needs impact a pupil's education, inclusion or special educational needs.
- Individual Healthcare Plans will be developed in partnership with parents/carers and relevant healthcare professionals, with pupils involved wherever appropriate.
- Maintaining accurate and up-to-date medical and allergy registers, including ensuring that relevant medical information is recorded on the school's management information system.
- Ensuring that prescribed medication is received, stored, administered, monitored and recorded safely in accordance with school procedures and relevant guidance.
- Monitoring medication expiry dates, maintaining medication records and liaising with parents/carers regarding replacement medication and updated medical information.
- Coordinating medical risk assessments and ensuring that appropriate arrangements are in place for pupils with complex medical needs.
- Supporting the planning of educational visits, residential trips, sporting events and extracurricular activities by ensuring that relevant medical information, medication requirements, staff training and individual support arrangements are identified and communicated.
- Coordinating appropriate medical awareness, first aid and specialist training, including liaising with healthcare professionals where clinical training or competency assessments are required.
- Maintaining records of staff medical training and identifying where refresher training or additional support is required.
- Liaising with external healthcare professionals, school nursing services, immunisation teams and other relevant agencies to support pupils' medical needs.
- Coordinating school-based immunisation programmes and relevant health screening arrangements in partnership with external healthcare providers.
- Monitoring and maintaining first aid supplies, emergency medical equipment and relevant medical resources across both school sites.

- Working collaboratively with catering staff to support the implementation of the school's approved Allergy Policy and appropriate allergy management arrangements.
- Ensuring that relevant staff receive appropriate information regarding pupils' medical conditions, while maintaining confidentiality and complying with data protection requirements.
- Recording and monitoring medical incidents, accidents and near misses, escalating concerns to the appropriate senior leader and contributing to reviews of medical procedures where necessary.
- Contributing to the development, implementation and review of school policies relating to medical care, first aid and pupil welfare.

The Medical Welfare Officer will work within their training, competence and professional responsibilities. Specialist medical procedures will only be undertaken by staff who have received appropriate training and, where required, confirmation of competency from a relevant healthcare professional.

Overall accountability for the implementation of this policy remains with the Principal and the Governing Body.

SEND Team

The SEND team will work collaboratively with the Medical Welfare Officer, teaching staff, parents/carers and relevant external professionals to ensure that pupils with medical conditions are appropriately supported to access education.

Responsibilities will include:

- Identifying where medical conditions affect a pupil's learning, attendance, emotional wellbeing or ability to access the curriculum.
- Supporting the identification and implementation of reasonable adjustments and appropriate educational provision.
- Ensuring that relevant medical information and support arrangements are considered alongside pupils' special educational needs and any Education, Health and Care Plan (EHCP).
- Liaising with the Medical Welfare Officer regarding pupils with complex medical needs who also require SEND support.
- Supporting reintegration arrangements for pupils returning from hospital education or extended medical absence.
- Working collaboratively with teaching staff and external agencies to minimise disruption to education and promote inclusion.
- Contributing to Individual Healthcare Plans and medical risk assessments where pupils' educational access, SEND provision or emotional wellbeing require additional consideration.

● School Office / Administrative Staff

- Designated school office and administrative staff will support the Medical Welfare Officer in maintaining effective medical arrangements across both school sites.
- This may include receiving and communicating medical information, supporting medication records, contacting parents/carers, assisting with medical administration and ensuring that relevant information is passed promptly to the Medical Welfare Officer or appropriate senior leader.

- Staff will follow agreed procedures for medical emergencies, medication storage, confidentiality and the recording of medical incidents.

All School Staff

All staff have a responsibility to:

- Familiarise themselves with the medical needs of pupils in their care.
- Follow relevant Individual Healthcare Plans and emergency procedures.
- Ensure that pupils with medical conditions are treated fairly and supported to participate in school activities.
- Complete relevant medical awareness training and any additional training required for their role.
- Report and record medical incidents, concerns and near misses in accordance with school procedures.
- Seek appropriate assistance immediately where a pupil experiences a medical emergency.

Parents and Carers

Parents/carers are responsible for:

- Providing accurate and up-to-date information about their child's medical conditions.
- Informing the school promptly of changes to medical needs, medication or treatment.
- Providing prescribed medication and relevant healthcare documentation where required.
- Participating in the development and review of Individual Healthcare Plans.
- Working collaboratively with the school and relevant healthcare professionals to ensure that appropriate support arrangements are in place.

Healthcare Professionals

Relevant healthcare professionals will be consulted where specialist medical advice, clinical action plans, staff training or competency assessments are required.

The school will work collaboratively with healthcare professionals to ensure that medical arrangements are appropriate to the pupil's individual needs.

D. PROCESSES

Notification of Medical Conditions

Castle Newnham All Through School will request information regarding pupils' medical conditions and healthcare needs as part of the admissions process. Parents/carers are responsible for providing accurate and up-to-date medical information and notifying the school promptly of any changes to their child's condition, medication or treatment.

Where a pupil is identified as having a medical condition that may require support during the school day, the school will seek relevant information from parents/carers and, where appropriate, healthcare professionals to establish the support required.

This may include requesting medical documentation, current clinical action plans, details of prescribed medication and information about any adjustments or emergency arrangements required.

The Medical Welfare Officer and SEND team will work collaboratively to ensure that relevant medical information is gathered, recorded and reviewed. Where a pupil has complex medical needs, a meeting may be arranged with parents/carers and relevant healthcare professionals to agree appropriate arrangements before the pupil starts school or returns following a period of absence.

Medical information will be recorded on the school's management information system and shared with relevant staff on a need-to-know basis, in accordance with data protection requirements.

Where medical information is incomplete or requires clarification, the school will contact parents/carers and, where appropriate, seek advice from relevant healthcare professionals. Appropriate interim support arrangements and risk assessments will be considered to ensure that pupils can continue to access education safely while further information is obtained.

Where a pupil's medical needs change significantly, the school will review the arrangements in place and determine whether an Individual Healthcare Plan (IHP) or additional support is required.

Individual Healthcare Plans (IHPs)

Individual Healthcare Plans (IHPs) will be developed where a pupil's medical condition requires specific support, monitoring, medication, treatment or emergency arrangements during the school day.

Not all pupils with medical conditions will require an IHP. The need for an IHP will be considered individually, taking account of the pupil's medical condition, the level of support required, potential risks and relevant advice from parents/carers and healthcare professionals.

IHPs are particularly important where a pupil has complex or fluctuating medical needs, requires regular medical intervention or may need emergency treatment.

Where it is agreed that an IHP is not required, the decision and reasons will be recorded, and relevant medical information and support arrangements will still be communicated to appropriate staff.

Where agreement cannot be reached regarding the need for an IHP, the Principal will make the final decision, taking account of relevant clinical advice and the pupil's individual circumstances.

Development of Individual Healthcare Plans

The Medical Welfare Officer and SEND team will work collaboratively to coordinate the development, implementation and review of IHPs across both school sites.

Plans will be developed in partnership with parents/carers, relevant healthcare professionals and the pupil, where appropriate.

Each IHP will be tailored to the pupil's individual needs and may include:

- Details of the medical condition, symptoms, triggers and potential risks.
- Daily care requirements, including medication, treatment, monitoring and access to medical equipment.
- Arrangements for medication administration, storage and emergency access.
- Reasonable adjustments required to support access to education and school activities.
- Emotional, social and educational support where relevant.
- Arrangements for physical education, school trips, residential visits and extracurricular activities.
- Emergency procedures, including when to seek medical assistance and contact parents/carers.
- Details of staff responsible for providing support and any specialist training or competency assessments required.
- Arrangements for sharing relevant information with staff, including cover and temporary staff.

Where a pupil has an existing clinical action plan, such as an asthma action plan, allergy action plan or epilepsy emergency plan, this will be incorporated into or referenced within the IHP as appropriate.

The IHP will clearly identify the support required, when it should be provided and who is responsible for delivering it.

Review and Updating of Individual Healthcare Plans

IHPs will be formally reviewed at least annually, or sooner where:

- A pupil's medical condition, symptoms or support needs change.
- Medication, treatment or clinical guidance is updated.
- A pupil experiences a significant medical incident or near miss.
- A pupil returns to school following a significant period of illness, hospitalisation or medical treatment.
- Parents/carers, healthcare professionals or school staff identify that existing arrangements may no longer be appropriate.

The Medical Welfare Officer will take a lead role in coordinating routine reviews and updates, working collaboratively with the SEND team, parents/carers and relevant healthcare professionals.

Plans will also be checked periodically to ensure that relevant information, medication arrangements and emergency contact details remain current.

Incomplete or Outdated Medical Information

Where medical information is incomplete, outdated or awaiting confirmation, the school will contact parents/carers to request updated information and relevant clinical documentation.

Where necessary, advice will be sought from appropriate healthcare professionals.

The school will consider proportionate interim arrangements and risk assessments to ensure that pupils are supported safely while further information is obtained.

A pupil will not automatically be excluded from education or school activities solely because updated medical documentation has not yet been received. Decisions will be based on an individual assessment of risk, available information and the support arrangements that can safely be provided.

Links with Special Educational Needs and Disabilities

Where a pupil has both medical and special educational needs, the IHP will be considered alongside relevant SEND documentation, including any Education, Health and Care Plan (EHCP).

The IHP and EHCP will remain separate but linked documents, with relevant support arrangements coordinated to ensure consistency.

Where a pupil is returning to school following hospital education or an extended period of medical absence, the school will work with parents/carers, relevant healthcare professionals, hospital education services and the SEND team to plan appropriate support and reintegration arrangements.

The school's Individual Healthcare Plan template is provided in Appendix 3. This template will be used as appropriate to the complexity of the pupil's medical needs, alongside relevant clinical action plans and supporting documentation.

Medical and Allergy Registers

Castle Newnham All Through School will maintain accurate and up-to-date medical and allergy registers for pupils across both the North and South Sites.

Medical information will be recorded on the school's designated management information system and updated whenever new information is received from parents/carers, healthcare professionals or other relevant sources.

The Medical Welfare Officer will take the lead in maintaining and reviewing the medical and allergy registers, working collaboratively with the SEND team and designated administrative staff.

The registers will include relevant information about pupils' medical conditions, allergies, prescribed medication, emergency arrangements and any additional support required during the school day.

The school will ensure that:

- Medical and allergy information is requested as part of the admissions process and updated when changes are reported.
- Parents/carers are encouraged to provide accurate and current information about their child's medical needs.
- Relevant clinical action plans, Individual Healthcare Plans (IHPs) and supporting medical documentation are appropriately recorded and accessible to authorised staff.
- Staff working directly with pupils are made aware of relevant medical conditions, potential risks and emergency procedures.
- Medical information is reviewed periodically and updated following changes to a pupil's condition, medication or support requirements.
- Medical information required for educational visits, residential trips, sporting activities and extracurricular activities is shared with relevant staff in advance.
- Appropriate arrangements are made to ensure that emergency medical information is accessible when required, including during staff absence or emergencies.

Information will be shared on a need-to-know basis, in accordance with the school's data protection and confidentiality procedures.

Allergy Information

Pupils with known allergies, food hypersensitivities and coeliac disease will be identified within the school's medical and allergy records.

Relevant information will be communicated to staff responsible for supporting pupils, including catering staff, lunchtime supervisors, teaching staff and educational visit leaders, where appropriate.

Allergy management arrangements, including emergency procedures, medication requirements, staff training and catering responsibilities, will be implemented in accordance with the school's approved Allergy Policy.

Where a pupil requires an allergy action plan or Individual Healthcare Plan, this will be recorded and made available to relevant staff.

Pupils Too Ill to Attend School

Castle Newnham All Through School recognises that pupils with physical or mental health conditions may experience periods when they are medically unable to attend school.

Where a pupil is unable to attend due to health needs, the school will work with parents/carers, relevant healthcare professionals and other agencies to establish the likely duration of absence and identify appropriate arrangements to support the pupil's continued education.

Where appropriate, the school will provide suitable learning activities during short-term absences, taking account of the pupil's health, ability to engage and individual circumstances.

Where it is clear that a pupil is likely to be unable to attend school for 15 school days or more, whether consecutively or cumulatively, due to health needs, the school will liaise with the pupil's relevant medical professionals and the local hospital education provider to discuss appropriate educational support and referral arrangements. Where local authority involvement is required, the school will follow the appropriate referral pathway. This process will begin as soon as the need for alternative educational provision becomes apparent, rather than waiting until 15 days of absence have occurred.

The SEND team will coordinate liaison with the pupil's medical professionals, the local hospital education provider, parents/carers and other relevant agencies to ensure that appropriate educational arrangements are considered and implemented. The school will work collaboratively with these professionals to support continuity of education, monitor progress and plan a suitable return to school when appropriate.

For pupils with long-term, complex or fluctuating medical conditions, arrangements will be considered individually, recognising that patterns of illness and attendance may be unpredictable.

Where appropriate, a personalised reintegration plan may be developed, which could include a temporary reduced timetable, reasonable adjustments, access to a designated support space, modified learning expectations or a phased return to lessons.

Any reduced timetable will be agreed with parents/carers, clearly documented, regularly reviewed and used only where appropriate to the pupil's individual circumstances. It will not be used as a long-term substitute for suitable full-time education.

The SEND team will coordinate educational support, reintegration planning and liaison with external education services, working with the Medical Welfare Officer where medical information, healthcare arrangements or risk assessments require review.

Where a pupil has an Education, Health and Care Plan (EHCP), the school will work with the local authority to ensure that relevant special educational provision and statutory responsibilities continue to be considered.

The school will maintain appropriate communication with pupils and families throughout periods of medical absence and support pupils to return to school as soon as it is medically appropriate and safe to do so.

Pregnancy

Castle Newnham All Through School is committed to ensuring that pupils who are pregnant are supported to continue their education in a safe, inclusive and non-discriminatory environment.

Pregnancy will not, in itself, be a reason for excluding a pupil from education or school activities.

The school will work sensitively with the pupil, parents/carers where appropriate, and relevant healthcare professionals to identify any reasonable adjustments required to support the pupil's health, wellbeing, attendance and continued access to learning.

An individual risk assessment will be undertaken where appropriate, taking account of relevant medical advice and the pupil's circumstances. Arrangements will be reviewed as needs change.

Where pregnancy-related health needs affect attendance, the school will consider appropriate educational support and liaise with relevant professionals and services as required.

Information will be handled sensitively and confidentially, in accordance with safeguarding responsibilities and data protection requirements.

Medicines in school

Self-management by Pupils

Castle Newnham All Through School recognises the importance of supporting pupils to develop independence and confidence in managing their medical conditions, where appropriate to their age, understanding and individual needs.

Pupils who are assessed as competent to manage their own medication or medical procedures will be encouraged and supported to do so, in consultation with parents/carers and relevant healthcare professionals where appropriate.

Arrangements for self-management, including carrying and administering medication, will be considered individually and recorded within the pupil's Individual Healthcare Plan (IHP) or other relevant medical documentation.

Pupils will not routinely carry or self-administer medication without an agreed arrangement. Decisions will be made on an individual basis, taking account of the pupil's age, competence, medical needs and any associated risks, in consultation with parents/carers and relevant healthcare professionals where appropriate. Arrangements will be recorded within the pupil's Individual Healthcare Plan (IHP) or other relevant medical documentation. Pupils prescribed emergency medication, including asthma inhalers and adrenaline auto-injectors, must have immediate access to their medication. Where appropriate, pupils may carry their own emergency medication in accordance with agreed arrangements.

Where pupils are not able to manage their medication independently, suitable arrangements will be made to ensure that medication is safely stored, readily accessible when required and administered by appropriately trained or authorised staff.

Pupils will not be prevented from accessing medication or medical equipment necessary to manage their condition.

If a pupil refuses to take medication or undergo a medical procedure, staff will not force them to do so. Staff will follow the arrangements outlined in the pupil's IHP or relevant medical plan and inform parents/carers as appropriate. Where refusal presents an immediate medical risk, the school's emergency procedures will be followed.

The Medical Welfare Officer will work with parents/carers, the SEND team and relevant healthcare professionals to review self-management arrangements where a pupil's needs or level of independence change.

Managing medicines on school premises Castle Newnham All Through School will ensure that medicines required during the school day are managed safely and in accordance with relevant medical guidance, the pupil's individual needs and the school's agreed procedures.

Where clinically possible, parents/carers will be encouraged to arrange medication schedules so that medicines can be administered outside school hours. However, medication will be administered during the school day where necessary to support a pupil's health, wellbeing or attendance.

Parental Consent and Provision of Medication

The school will normally require written parental/carer consent before administering prescription or non-prescription medication, except in exceptional circumstances where a pupil's rights to confidential healthcare must be respected or emergency treatment is required.

Parents/carers are responsible for providing prescribed medication in its original, appropriately labelled packaging, with clear instructions regarding dosage, frequency and administration.

The school will not administer medication where the necessary information is unclear. Clarification will be sought promptly, and appropriate interim arrangements considered to avoid unnecessary disruption to the pupil's education.

Any changes to medication, dosage or administration instructions must be communicated to the school promptly and supported by updated prescribing information where required.

Storage and Accessibility

All medication will be stored safely and in accordance with the manufacturer's instructions, taking account of the pupil's individual healthcare needs and the nature of the medication.

Emergency medication, including asthma inhalers, adrenaline auto-injectors and other essential emergency treatments, will never be locked away. These medicines must remain readily accessible to pupils and authorised staff at all times, including during lessons, physical education, extracurricular activities and educational visits.

The location of emergency medication will be clearly identified, recorded and communicated to relevant staff across both school sites.

Controlled drugs will be stored securely in a locked, non-portable container, with access restricted to authorised staff, unless an individual pupil has an agreed arrangement to carry their own prescribed medication.

Medication requiring refrigeration will be stored appropriately in accordance with the manufacturer's instructions.

The Medical Welfare Officer will oversee medication storage arrangements across both sites, ensuring that emergency medication remains accessible and controlled drugs are stored securely.

Administration of Medication

Medication will only be administered by staff who have been authorised and have received appropriate training where required.

Staff will follow the prescribed instructions, relevant parental/carer consent arrangements and the pupil's Individual Healthcare Plan (IHP) or clinical action plan, where applicable.

Before administering medication, staff must check the pupil's identity, the correct medication, dosage, timing, method of administration and any relevant previous doses.

All medication administered by school staff must be witnessed by a second member of staff, in accordance with the school's medication administration procedures.

Both the administering member of staff and the witness must sign the medication administration record, confirming the date, time, medication and dose administered.

Where a pupil self-administers medication, arrangements for supervision, witnessing and recording will be agreed and documented within their IHP or individual medication arrangements.

Any medication errors, missed or refused doses, adverse reactions or other concerns must be recorded and reported promptly in accordance with school procedures. Parents/carers will be informed where appropriate.

In a medical emergency, the administration of life-saving medication must not be delayed while waiting for a second member of staff**.** Staff must follow the pupil's emergency action plan and the school's emergency procedures, ensuring that the medication administered is recorded as soon as practicable.

Non-prescription Medication

Non-prescription medication will only be administered in accordance with the school's agreed procedures and with appropriate consent.

Medication containing aspirin will not be administered to pupils under 16 unless prescribed by a doctor.

Where pain relief such as paracetamol is administered, staff will check the appropriate dosage, timing of previous doses and any relevant contraindications.

For secondary-aged pupils, staff will also follow the school's separate Administering Paracetamol Policy.

Controlled Drugs

Controlled drugs prescribed for individual pupils will be managed in accordance with relevant legal requirements and the pupil's agreed healthcare arrangements.

Where a pupil is competent to carry and manage their prescribed controlled medication, this will be considered individually and documented.

Where controlled drugs are held by the school, they will be stored securely in a locked, non-portable container accessible only to authorised staff.

Accurate records will be maintained of quantities received, administered and returned, including the balance held by the school.

Controlled medication will only be administered to the pupil for whom it has been prescribed.

Monitoring and Disposal

The Medical Welfare Officer will coordinate the monitoring of medication held in school, including checking storage arrangements, expiry dates, stock levels and relevant administration records.

Parents/carers will be contacted when replacement medication or updated instructions are required.

Medication that is no longer required or has expired will normally be returned to parents/carers for safe disposal, with appropriate records maintained.

The Medical Welfare Officer will work with designated staff across both sites to ensure that medication arrangements remain safe, accurate and consistent.

Emergency Situations

Castle Newnham All Through School will ensure that appropriate arrangements are in place to respond promptly and effectively to medical emergencies across both school sites.

All staff are expected to recognise when a pupil may require urgent medical assistance and to follow the school's emergency procedures.

Where a pupil has an Individual Healthcare Plan (IHP) or clinical emergency action plan, staff will follow the procedures outlined within that plan, including any instructions relating to emergency medication, contacting emergency services and notifying parents/carers.

Responding to a Medical Emergency

In the event of a medical emergency, staff will:

- Remain with the pupil and summon immediate assistance.
- Call 999 where emergency medical assistance is required.
- Follow the pupil's IHP or relevant clinical emergency action plan, where available.
- Ensure that prescribed emergency medication or medical equipment is brought to the pupil without delay.
- Provide appropriate first aid or emergency treatment within their training and competence.
- Follow instructions provided by emergency services.
- Contact parents/carers as soon as reasonably practicable, without delaying emergency treatment.
- Ensure that the incident is recorded and reported in accordance with school procedures.

Where a pupil is experiencing a serious medical emergency, they should not be sent or escorted to the school office or medical room. Staff should summon assistance and ensure that appropriate treatment is brought to the pupil.

Emergency Medication

Emergency medication, including asthma inhalers and adrenaline auto-injectors, will remain readily accessible and will never be locked away.

Staff will be made aware of the location of emergency medication and the procedures for accessing and administering it.

In cases of suspected anaphylaxis, staff must act immediately in accordance with the school's Allergy Policy and relevant emergency guidance. Administration of adrenaline must not be delayed while checking registers or obtaining parental consent.

Pupils Without an Individual Healthcare Plan

Where a pupil experiences a medical emergency and does not have an IHP, staff will follow the school's emergency first aid procedures, seek appropriate medical assistance and contact parents/carers.

The absence of an IHP must not delay an appropriate emergency response.

Hospital Attendance

Where a pupil requires emergency hospital treatment, the school will ensure that an appropriate member of staff remains with the pupil until responsibility is transferred to parents/carers or healthcare professionals.

Where necessary and appropriate, a member of staff may accompany the pupil to hospital, in accordance with the school's safeguarding and emergency procedures.

Recording and Reviewing Medical Incidents

All significant medical emergencies will be recorded in accordance with the school's reporting procedures.

The Medical Welfare Officer will coordinate the review of relevant medical records, IHPs and emergency arrangements following a significant medical incident, working with the SEND team, parents/carers and relevant healthcare professionals where appropriate.

The Principal or designated senior leader will be informed of significant medical incidents, and any necessary changes to procedures, risk assessments or staff training will be implemented.

Emergency Asthma Inhaler

Castle Newnham All Through School will maintain emergency salbutamol inhaler kits to support pupils experiencing an asthma attack when their own prescribed reliever inhaler is unavailable, broken, empty or otherwise inaccessible.

Emergency salbutamol inhaler kits are normally located in the main school offices on both the North and South sites. These kits will be clearly labelled, readily accessible to staff and never locked away.

For educational visits, sporting activities and other off-site events, appropriate arrangements will be made to ensure that emergency inhalers are available where required, in accordance with pupils' medical needs, parental consent arrangements and the relevant risk assessment.

Staff responsible for pupils during these activities must know where emergency medication is located and how to access it without delay.

Eligibility and Parental Consent

The school will maintain an up-to-date register of pupils who have been diagnosed with asthma or prescribed a reliever inhaler, including pupils awaiting formal diagnosis.

The school's emergency salbutamol inhaler may be administered to a pupil who has been diagnosed with asthma or prescribed a reliever inhaler, where written parental/carer consent has been obtained.

Consent will be recorded within the pupil's Individual Healthcare Plan (IHP) or associated medical documentation. An up-to-date register of pupils authorised to use the emergency inhaler will be accessible alongside the emergency inhaler kit.

The absence of parental consent for the school's emergency inhaler must not delay contacting emergency services or providing other appropriate emergency assistance.

Administration of the Emergency Inhaler

Staff will follow the pupil's asthma action plan, where available, and the school's emergency asthma procedures.

The emergency inhaler will be administered by an appropriately trained member of staff or used by the pupil with appropriate support, in accordance with their individual needs and agreed arrangements.

Where a pupil is experiencing a severe asthma attack, staff will call 999 and follow the relevant emergency guidance without delay.

Following use of the emergency inhaler:

- The administration will be recorded, including the date, time, number of puffs administered and the member of staff responsible.
- Parents/carers will be informed as soon as reasonably practicable.
- The incident will be reviewed where necessary, particularly if the pupil required emergency medical assistance.
- The inhaler kit will be checked and any used equipment replaced as required.

Emergency Asthma Inhaler Kits

Each emergency asthma inhaler kit will contain:

- A salbutamol metered-dose inhaler.
- Compatible single-pupil-use spacers.

- Instructions for using the inhaler and spacer.
- Manufacturer's information and relevant cleaning and storage instructions.
- The school's emergency asthma procedures.
- An up-to-date register of pupils authorised to use the emergency inhaler.
- A record of administration.

Storage, Maintenance and Monitoring

Emergency inhaler kits will be stored safely, clearly labelled and kept separate from pupils' individually prescribed inhalers to avoid confusion.

Inhalers will be stored in accordance with the manufacturer's instructions, protected from direct sunlight and extremes of temperature.

The Medical Welfare Officer will coordinate the maintenance and monitoring of emergency asthma inhaler kits across both sites, working with designated first aid staff.

Checks will be undertaken at least monthly and following use to ensure that:

- Inhalers and spacers are present and in working order.
- Inhalers have sufficient doses remaining.
- Expiry dates are monitored and replacements arranged in good time.
- Appropriate replacement spacers are available.
- Registers and administration records remain accurate and accessible.

All checks will be documented.

Inhalers will be prepared, checked and cleaned in accordance with the manufacturer's instructions. Spacers will not be shared between pupils. A used spacer may be given to the pupil for their personal use or disposed of appropriately.

Expired or used inhalers will be disposed of safely through an appropriate pharmacy or other authorised disposal arrangement.

Staff Awareness and Training

Relevant staff will receive appropriate training and guidance on recognising asthma symptoms, responding to an asthma attack and using emergency inhalers and spacers.

Staff will be made aware of the location of emergency inhaler kits across both sites and the procedures for accessing them promptly.

The Medical Welfare Officer will work with designated first aid staff and relevant senior leaders to ensure that emergency inhaler arrangements remain effective and consistent with current guidance.

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Emergency Adrenaline Devices

Emergency Adrenaline Devices

Castle Newnham All Through School recognises that anaphylaxis is a potentially life-threatening medical emergency requiring immediate treatment.

The school will ensure that pupils prescribed adrenaline auto-injectors (AAIs) have appropriate arrangements in place for the safe storage, accessibility and administration of their medication, in accordance with their Individual Healthcare Plan (IHP), Allergy Action Plan and the school's Allergy Policy.

Provision and Storage of Adrenaline Auto-Injectors

Parents/carers are responsible for providing their child's prescribed adrenaline auto-injectors, ensuring they are in date and informing the school of any changes to their child's medical needs or medication.

Prescribed adrenaline auto-injectors will be clearly identifiable and stored in accordance with the manufacturer's instructions.

Adrenaline auto-injectors will never be locked away and must remain immediately accessible in the event of an emergency.

Where appropriate, pupils may carry their own adrenaline auto-injectors in accordance with agreed individual arrangements. Relevant staff must know where the medication is kept and how to access it promptly.

Spare Adrenaline Auto-Injectors

In addition to pupils' individually prescribed medication, Castle Newnham All Through School maintains spare adrenaline auto-injectors for emergency use.

The school's spare adrenaline auto-injectors are located:

- **North Site:** By the main dining hall.
- **South Site:** In the main dining hall.

Spare adrenaline auto-injectors will be clearly labelled, stored safely and never locked away.

Parental/carer consent for the use of the school's spare adrenaline auto-injectors will be requested and recorded within the pupil's Individual Healthcare Plan (IHP) or associated medical documentation.

The school's spare adrenaline auto-injectors will be used in accordance with current statutory guidance, the school's Allergy Policy and relevant emergency procedures. Where consent has not been recorded, staff will follow the applicable emergency guidance and must not delay urgent medical assistance.

Responding to Suspected Anaphylaxis

Where a pupil is suspected of experiencing anaphylaxis, staff must act immediately.

Staff will:

- Follow the school's emergency anaphylaxis response procedures and the pupil's Allergy Action Plan, where available.
- Administer an appropriate adrenaline auto-injector without delay.
- Call 999 and state that anaphylaxis is suspected.

- Follow the relevant guidance on positioning the pupil and administering a second dose if required.
- Remain with the pupil and monitor their condition until emergency services arrive.
- Inform parents/carers as soon as reasonably practicable, without delaying emergency treatment.

Emergency treatment must not be delayed while checking registers, locating paperwork or seeking parental consent.

All pupils experiencing anaphylaxis must receive emergency medical assessment and hospital care, even if their symptoms appear to improve following administration of adrenaline.

Day Trips, Residentials and Sporting Activities

Castle Newnham All Through School is committed to ensuring that pupils with medical conditions are supported to participate fully and safely in educational visits, residential trips, sporting activities and other off-site events.

Pupils will not be excluded from activities solely because of a medical condition. Reasonable adjustments and appropriate support arrangements will be considered to enable participation wherever possible.

Planning and Risk Assessments

Trip leaders are responsible for ensuring that pupils' medical needs are considered during the planning of educational visits and activities.

Individual risk assessments will be completed where necessary, taking into account the pupil's medical condition, Individual Healthcare Plan (IHP), relevant medical advice and the nature of the activity.

The Medical Welfare Officer will work with trip leaders, the SEND team, parents/carers and relevant healthcare professionals, where appropriate, to identify medical arrangements and support requirements.

Planning will consider:

- Current medical information, IHPs and emergency action plans.
- Medication required during the activity, including emergency medication.
- Staff training and any specialist medical procedures.
- Accessibility, mobility, fatigue and other individual needs.
- Dietary requirements, allergies and the risk of allergen exposure.
- Emergency procedures, access to medical assistance and arrangements for contacting parents/carers.
- Any reasonable adjustments required to support the pupil's participation.

Medication and Emergency Arrangements

Before departure, the trip leader will ensure that arrangements are in place for pupils to access their prescribed medication, including inhalers, adrenaline auto-injectors and other emergency medication.

Medication must be appropriately stored, transported and readily accessible throughout the activity.

Emergency medication must never be locked away or stored in a location that would prevent immediate access.

A named member of staff will be responsible for carrying or overseeing medication where required, and accompanying staff will know how to access it in an emergency.

Where a pupil is assessed as competent to carry and administer their own medication, this will be supported in accordance with their agreed individual arrangements.

The school's emergency procedures will apply to off-site activities, with any additional arrangements identified through the relevant risk assessment.

Staff Responsibilities and Training

Trip leaders will ensure that accompanying staff are aware of relevant medical needs and understand the procedures to follow in an emergency.

Staff undertaking specialist medical procedures must have received appropriate training and be assessed as competent where required.

Where a pupil requires additional supervision or support, suitable staffing arrangements will be agreed before the activity takes place.

Working with Parents/Carers

Parents/carers will be consulted where additional medical arrangements are required.

The school may agree that a parent/carer accompanies a pupil on an educational visit where this is appropriate and mutually agreed. However, parents/carers will not routinely be required to attend as a condition of their child's participation.

Where concerns arise regarding a pupil's ability to participate safely, the school will work with parents/carers and relevant professionals to consider appropriate adjustments and alternative arrangements.

Residential Visits

For residential visits, additional consideration will be given to medication administration outside normal school hours, overnight medical needs, access to emergency services and the availability of appropriately trained staff.

Where non-prescription medication may be required, written parental/carer consent and appropriate arrangements for its administration must be obtained in advance, in accordance with the school's medicines procedures.

Review and Recording

Any medical incident occurring during an educational visit or activity will be recorded and reported in accordance with school procedures.

Where necessary, the pupil's IHP, risk assessment and future arrangements will be reviewed following the incident.

Monitoring, Recording and Staff Training

The Medical Welfare Officer will coordinate the monitoring of adrenaline auto-injectors held in school, working with designated first aid staff and the SEND team where appropriate.

This will include monitoring expiry dates, checking storage arrangements, maintaining relevant medical records and contacting parents/carers where replacement medication or updated information is required.

Any administration of adrenaline will be recorded and reported in accordance with the school's medical incident procedures.

All staff will complete annual allergy awareness and anaphylaxis training in accordance with the school's Allergy Policy, including recognising symptoms and responding appropriately to an emergency.

Following a significant allergic reaction or anaphylactic incident, relevant healthcare plans, risk assessments and school procedures will be reviewed and updated where necessary.

Day trips, Residentials and Sporting Activities

Pupils with medical conditions are actively supported to participate in school trips and visits, or in sporting activities. In planning such activities, teachers will undertake the appropriate risk assessment and will take into account how a child's medical condition might impact on their participation. Arrangements for the inclusion of pupils in such activities with any required adjustments will be made by the school unless evidence from a clinician such as a GP states that this is not in the child's best interests.

Pre-trip check: current plans, medication, trained staff, dietary/allergen controls, emergency access and named responsibility for carrying medication.

For residential visits, school staff may administer non-prescription medicines, provided that written consent and medication are provided by parents/carers in advance (*see appendix 4*).

Home-to-School Transport Arrangements for Children with Medical Needs

Castle Newnham All Through School recognises that some pupils with medical conditions may require additional support or specific arrangements when travelling to and from school.

Where a pupil has complex or potentially life-threatening medical needs, the school will work collaboratively with parents/carers, the local authority, transport providers and relevant healthcare professionals to support safe transport arrangements.

Where required, an individual transport healthcare plan or risk assessment will be developed in conjunction with the relevant agencies. This will identify the pupil's medical needs, potential risks, emergency procedures and any support or equipment required during transport.

The Medical Welfare Officer will liaise with the SEND team, parents/carers and relevant professionals to ensure that appropriate medical information is shared with the local

authority or transport provider, where necessary and in accordance with information-sharing requirements.

The local authority and transport provider will remain responsible for the transport arrangements and the suitability and training of transport staff within their respective responsibilities.

Where a pupil's medical needs change, the school will communicate relevant updates to those responsible for transport arrangements so that existing plans and risk assessments can be reviewed.

The school will work with the relevant agencies to support continuity of care between home, transport and school, ensuring that arrangements are clearly understood by those involved.

E. MONITORING, ASSESSMENT & EVALUATION

Castle Newnham All Through School is committed to ensuring that arrangements for supporting pupils with medical conditions remain effective, appropriate and responsive to individual needs.

The Principal has overall responsibility for ensuring that the school's procedures for supporting pupils with medical conditions are implemented effectively.

The Medical Welfare Officer will oversee the day-to-day coordination and monitoring of medical arrangements across both the North and South sites, working collaboratively with the SEND team, designated first aid staff, school leaders, parents/carers and relevant healthcare professionals.

Individual Healthcare Plans and Medical Records

Individual Healthcare Plans (IHPs) will be reviewed at least annually, or earlier where a pupil's medical needs, medication, treatment or support arrangements change.

The Medical Welfare Officer will coordinate the review and updating of existing IHPs, working with the SEND team and relevant professionals. New IHPs will be developed collaboratively, with the SEND team supporting their preparation where appropriate.

Medical and allergy registers will be maintained and updated as new information becomes available.

Parents/carers will be encouraged to provide current medical information, including relevant healthcare plans, medication instructions and updates from medical professionals.

Relevant medical information will be shared with staff who need it to support pupils safely, in accordance with confidentiality and data protection requirements.

Staff Training and Competency

Staff will receive appropriate training and support to enable them to fulfil their responsibilities when supporting pupils with medical conditions.

Training requirements will be identified through the development and review of IHPs, risk assessments and discussions with relevant healthcare professionals.

Where specialist medical procedures are required, appropriate training and competency assessments will be arranged in consultation with relevant healthcare professionals.

Staff will not undertake specialist healthcare procedures unless they have received appropriate training and have been assessed as competent where required.

A first aid qualification alone does not demonstrate competency to undertake specialist medical procedures.

All staff will complete annual allergy awareness and anaphylaxis training in accordance with the school's Allergy Policy.

The Medical Welfare Officer will coordinate the monitoring of medical training requirements and maintain relevant records in collaboration with designated staff and school leaders.

Medication and Emergency Equipment

The Medical Welfare Officer will oversee arrangements for the safe storage, accessibility and monitoring of medication held in school across both sites.

This will include monitoring expiry dates, checking emergency medication and equipment, maintaining appropriate records and contacting parents/carers where replacement medication or updated medical information is required.

Emergency medication, including asthma inhalers and adrenaline auto-injectors, will remain readily accessible and will never be locked away.

Controlled drugs will be stored securely in accordance with the school's medicines procedures, except where individual self-management arrangements have been agreed.

Medical Incidents and Emergency Procedures

Medical incidents, medication errors, allergic reactions and relevant near misses will be recorded and reported in accordance with school procedures.

Significant incidents will be reviewed to identify whether changes are required to a pupil's IHP, risk assessment, staff training or wider school arrangements.

The Medical Welfare Officer will work with relevant staff and senior leaders to identify concerns, coordinate appropriate follow-up actions and support improvements to medical provision.

Educational Visits and Off-site Activities

Medical arrangements for educational visits, residential trips, sporting activities and other off-site events will be reviewed as part of the school's trip planning and risk assessment procedures.

The Medical Welfare Officer will support trip leaders in identifying medical requirements, checking relevant information and ensuring appropriate arrangements are considered before departure.

Policy Monitoring and Review

The Principal and relevant school leaders will monitor the effectiveness of this policy, supported by the Medical Welfare Officer and SEND team.

This policy will be reviewed in accordance with the school's policy review schedule, or earlier where changes in legislation, statutory guidance, medical practice or school procedures make this necessary.

This policy will be read alongside the school's Allergy Policy, First Aid Policy, Safeguarding Policy, SEND Policy and other relevant school procedures.

Appendix 1: Model letter inviting parents to contribute to individual healthcare plans

Appendix 1: Model Letter Inviting Parents/Carers to Contribute to an Individual Healthcare Plan

Dear Parent/Carer,

Re: Individual Healthcare Plan for your child

Thank you for providing information regarding your child's medical needs.

At Castle Newnham All Through School, we are committed to ensuring that pupils with medical conditions receive appropriate support to access education and participate safely in school life.

Where required, an Individual Healthcare Plan (IHP) will be developed to identify your child's medical needs and the arrangements necessary to support them during the school day and on educational visits.

The plan will be developed in partnership with you, your child where appropriate, relevant school staff and healthcare professionals where necessary.

To help us ensure that the information we hold is accurate and up to date, please provide:

- Details of your child's medical condition and any current treatment.
- Relevant medical reports, care plans or emergency action plans.
- Details of prescribed medication required during the school day.
- Information about any emergency medication, including inhalers or adrenaline auto-injectors.

- Any adjustments or additional support your child may require in school or during educational visits.

Where appropriate, we may contact you to arrange a meeting or further discussion to ensure that the IHP accurately reflects your child's needs.

Please inform the school promptly of any changes to your child's medical condition, medication or treatment so that their plan can be reviewed and updated.

If you have any questions or would like to discuss your child's medical arrangements, please contact the school.

Thank you for your continued support.

Yours sincerely,

Medical Welfare Officer / SEND Team

Castle Newnham All Through School

Appendix 2: Developing and Reviewing an Individual Healthcare Plan

1. Medical need identified

Information received from parents/carers, school staff or healthcare professionals

2. Gather medical information

SEND team and Medical Welfare Officer liaise with family and relevant professionals

3. Assess whether an IHP is required

Consider complexity, emergency risks, daily support and access to education

IHP not required

Record the decision and reasons. Update medical records and communicate necessary support.

IHP required

SEND team supports preparation with parents, pupil and relevant healthcare professionals.

4. Agree and implement the IHP

Confirm medication, emergency procedures, reasonable adjustments, staff responsibilities and training

5. Share with relevant staff

Ensure appropriate access to the plan, medication and emergency information across both sites

6. Monitor and review

Medical Welfare Officer coordinates ongoing checks, updates and reviews, working with the SEND team

Check each term; formally review at least annually or sooner if needs change or an incident occurs

Where there is disagreement about whether an Individual Healthcare Plan is required, the Principal will make the final decision, taking account of the available medical evidence, the views of parents/carers and the pupil's individual needs.

Urgent medical support and reasonable adjustments must not be delayed while an IHP is being developed or reviewed.

Appendix 3: Individual Healthcare Plan (IHP) Template

Castle Newnham All Through School uses an adapted version of the Department for Education's Individual Healthcare Plan template, published alongside the *Allergy Safety in Schools* guidance (July 2026).

The school has adapted this template for use with pupils who have medical conditions and/or allergies, ensuring a consistent approach

to identifying, recording and supporting individual healthcare needs across both the North and South sites.

The Individual Healthcare Plan will record, where applicable:

- **The pupil's medical condition and/or allergies.**
- **Relevant medical information, care plans and treatment requirements.**
- **Medication arrangements, including storage, administration and emergency access.**
- **Parental/carer consent for medication, including the use of school emergency medication where applicable.**
- **Daily support needs and reasonable adjustments.**
- **Emergency procedures and staff responsibilities.**
- **Arrangements for educational visits, residential trips and sporting activities.**
- **Relevant healthcare professional advice and staff training requirements.**

Current medical action plans, including Allergy Action Plans, Asthma Action Plans and other specialist healthcare plans, will be attached or referenced where appropriate.

Individual Healthcare Plans will be developed collaboratively with parents/carers, pupils where appropriate, the SEND team, Medical Welfare Officer and relevant healthcare professionals.

Plans will be reviewed at least annually, or sooner where medical needs, medication or support arrangements change.

Reference:

Department for Education – *Allergy Safety in Schools* (July 2026)

https://www.gov.uk/government/publications/allergy-safety-in-schools

Appendix 4: Parental agreement for school to administer medication

This form must be completed by a parent/carer when requesting that school staff administer medication to their child during the school day or an educational visit.

Medication will be administered in accordance with the school's Supporting Pupils at School with Medical Conditions Policy and any relevant Individual Healthcare Plan (IHP).

Appendix 4: Parental Agreement for School to Administer Medication

Castle Newnham All Through School

This form must be completed by a parent/carer when requesting that school staff administer medication to their child during the school day or an educational visit.

Medication will be administered in accordance with the school's Supporting Pupils at School with Medical Conditions Policy and any relevant Individual Healthcare Plan (IHP).

Pupil Information

Information	Detailds
Pupil's full name	
Date of birth	
Year group / class	
Medical condition / reason for medication	

Medication Details

Information	Details
Name of medication	
Prescribed / non-prescribed	
Strength of medication	
Dosage	
Method of administration	
Time(s) to be administered	
Start date	
End date / ongoing	
Expiry date	

Storage requirements
Special instructions or precautions
Known side effects

Administration Arrangements

Can the pupil administer the medication independently?

☐ Yes
☐ No
☐ With supervision

Does the medication need to be administered during an educational visit or residential trip?

☐ Yes
☐ No

If yes, please provide details of any additional arrangements required:

.....

.....

Parent/Carer Contact Details

Information	Details
Parent/carer name	
Relationship to pupil	
Contact telephone number	
Alternative emergency contact	

Parental/Carer Declaration and Consent

I confirm that the information provided is accurate and up to date.

I give permission for appropriately authorised school staff to administer the medication detailed above in accordance with the instructions provided and the school's medical procedures.

I understand that:

- Medication must be supplied in its original packaging, clearly labelled with the pupil's name where applicable.
- Prescription medication must have the dispensing label and instructions provided by the pharmacy.
- I am responsible for informing the school promptly of any changes to medication, dosage or administration instructions.
- I am responsible for providing replacement medication when required and ensuring that medication supplied to school is within its expiry date.
- The school will maintain appropriate records of medication administered.

Parent/carer signature: _____

Print name: _____

Date: _____

For School Use

Information	Details
Date medication received	
Quantity received	
Received by	
Storage location	
Relevant IHP / care plan checked	
Staff authorised to administer	
Date consent reviewed	

Appendix 5: Record of Medication Administered to an Individual Child

This form must be completed whenever medication is administered to a pupil by school staff.

All routine medication administration must be witnessed by a second member of staff. Both the administering member of staff and the witness must sign the record.

Pupil and Medication Details

Information	Details
Pupil's full name	

Date of birth

Year group / class

Medical condition

Name of medication

Strength of medication

Prescribed dosage

Time(s) medication is required

Method of administration

Date medication received

Quantity received

Expiry date

Storage location

Parental/carer consent recorded Yes / No

Individual Healthcare Plan (IHP) Yes / No / Not required

Record of Medication Administered

Date	Time	Medication and dose given	Administered by (name/signature)	Witness (name/signature)	Comments

The administering member of staff and witness must confirm that the correct pupil, medication, dosage, timing and method of administration have been checked.

Both staff members must sign the record following administration.

Medication Not Administered

Any medication that is missed, refused, delayed or not administered as planned must be recorded, including the reason and any action taken.

Date / time	Medication	Reason not administered	Action taken / parent informed	Staff name

Medication Returned or Disposed Of

Information	Details
Date	
Medication	
Quantity remaining	
Quantity returned	
Returned to	

Staff name/signature

Parent/carer signature, where applicable

Important Information

- All routine medication administered by school staff must be witnessed by a second member of staff.
- Both staff members must sign the medication administration record.
- Any medication error, unexpected reaction or concern must be reported promptly in accordance with school procedures.
- Where a pupil self-administers medication, the agreed supervision and recording arrangements within their IHP must be followed.
- Emergency medication must never be delayed while waiting for a witness. The medication administered and the staff involved must be recorded as soon as practicable following the emergency.
- Controlled drugs must also be recorded in accordance with the school's controlled drugs procedures, including an accurate record of quantities held and administered.

Appendix 6: Staff Training and Competency Record

Castle Newnham All Through School

This form is used to record training undertaken by staff who support pupils with medical conditions, administer medication or carry out specialist healthcare procedures.

Staff Details

Information	Details
Staff member's name	
Job title / role	
Site	North / South / Both
Training or procedure	
Pupil's name (where training is pupil-specific)	
Relevant IHP or clinical care plan	

Training Details

Information	Details
Date training completed	
Training provider / healthcare professional	
Name and role of trainer	
Type of training	
Content covered	
Practical demonstration completed, where required	Yes / No / Not applicable
Competency assessment required	Yes / No
Competency assessment completed	Yes / No / Not applicable
Date competency confirmed	
Refresher training due	

Additional training or supervision required

Training and Competency Confirmation

Trainer / Assessor Declaration

I confirm that the staff member named above has received the training recorded on this form.

Where a competency assessment was required, I confirm that the outcome has been recorded accurately.

Name of trainer/assessor: _____

Role / qualification: _____

Signature: _____

Date: _____

Staff Member Declaration

I confirm that I have received the training detailed above, understand the procedures relevant to my role and know when to seek additional support or medical assistance.

I understand that I must not undertake specialist medical procedures unless I have received appropriate training and have been assessed as competent where required.

Staff member's signature: _____

Date: _____

School Record

Information	Details
Training record checked by	
Date checked	
Competency confirmed, where required	Yes / No / Not applicable
Refresher date recorded	

Relevant school staff informed

Additional actions required

Monitoring and Review

The Medical Welfare Officer will coordinate the monitoring of relevant medical training and competency records across the North and South sites, working with the SEND team and school leaders.

Training and competency requirements will be reviewed when a pupil's medical needs change, a new procedure is introduced, a healthcare professional recommends further training or existing training requires renewal.

Attendance at training does not, by itself, confirm competency to undertake a specialist medical procedure.