



MEDICAL CONDITIONS POLICY

Value Statement (who we are):

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment.

We provide an outstanding education for all children.

Vision Statement (what we strive for):

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm and resilience to ensure all children continue to delight in their lifelong love of learning.

Statutory: Yes

Reviewed : Spring 2026

Reviewed by: CCS Committee

Next review Date: Spring 2027

Governor Committee: Community, Children & Safeguarding

“Safeguarding is everyone's responsibility”

Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.

We are a UNICEF Rights Respecting School. This policy is linked to Article 24 'Every Child has the Right to the best possible health'.

Related Policies

This policy includes Coombe Hill Infants School and Coombe Connections. It should be read in conjunction with the following policies which can be found on the Coombe Hill Infant School website:

- First Aid policy
- Coombe Connections First Aid policy
- Complaints policy
- SEND policy
- Child Protection and Safeguarding Policy (in line with Keeping Children Safe in Education 2025)
- Intimate Care Policy
- Positive Handling Policy
- Equalities Policy
- Relationship and Behaviour policy
- Data Protection Policy

Legal Framework

This policy is based on:

- Section 100 of the Children and Families Act 2014, which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions
- The statutory guidance 'Supporting pupils with medical conditions at school' (DfE, 2015)
- Keeping Children Safe in Education 2025 (KCSIE 2025)
- The Equality Act 2010
- The Human Medicines (Amendment) Regulations 2017
- Data Protection Act 2018 and UK GDPR

Equality Impact Assessment

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy has been reviewed to ensure it does not discriminate against pupils with medical conditions or any protected characteristics, and that appropriate adjustments are made to support all pupils equally.

1. Coombe Hill Infants' School is an inclusive community that aims to support and welcome pupils with medical conditions

1.1 Coombe Hill Infants' school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

1.2 Coombe Hill Infants' school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

1.3 Coombe Hill Infants' School aims to include all pupils with medical conditions in all school activities.

1.4 Parents/carers of pupils with medical conditions feel secure in the care their children receive at this school.

1.5 Coombe Hill Infants' School ensures that all staff understand their duty of care to children and young people in the event of an emergency. In line with KCSIE 2025, all staff have a responsibility to provide a safe environment in which children can learn.

1.6 All staff feel confident in knowing what to do in an emergency.

1.7 Coombe Hill Infants' School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

1.8 All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

1.9 The medical conditions policy is understood and supported by the whole school and local health community.

2. The medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders

This school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- Pupils with medical conditions
- Parents/carers
- School staff
- School governors and other stakeholders
- Local healthcare professionals

3. The medical conditions policy is supported by a clear communication plan

3.1 Parents/Carers are informed and regularly reminded about the medical conditions policy:

- By including the policy statement in the school's prospectus and on the school website
- Through Individual Healthcare Plans
- At parent consultation meetings
- Through the school newsletter

3.2 School staff are informed and regularly reminded about the medical conditions policy:

- Link to policy on google docs
- Through Individual Healthcare Plans
- At scheduled medical conditions training
- Through school-wide communication about results of the monitoring and evaluation of the policy
- All supply and temporary staff are informed of the policy and their responsibilities at induction

4. All staff understand and are trained in what to do in an emergency

4.1 All staff at Coombe Hill Infants' School are aware of the most common serious medical conditions at this school.

4.2 Staff at Coombe Hill Infants' School understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

4.3 All staff who work with groups of pupils at Coombe Hill Infants' School receive training and know what to do in an emergency for the pupils in their care with medical conditions.

4.4 Training is refreshed for all staff at least annually and when appropriate.

4.5 Coombe Hill Infants' School uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

4.6 In line with KCSIE 2025, all staff receive appropriate safeguarding and child protection training (including online safety) at induction, with regular updates at least annually.

5. All staff understand and are trained in the school's general emergency procedures

5.1 All staff know what action to take in the event of a general medical emergency.

5.2 Training is refreshed for all staff at least annually and when appropriate.

5.3 Action to take in a general medical emergency is displayed in prominent locations for staff.

5.4 If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

5.5 Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and local authority children's social care where appropriate.

6. The school has clear guidance on the administration of medication at school

Staff may only administer prescription medicines. Non-prescription medicines should NOT be brought into school.

Administration – emergency medication

6.1 All pupils at Coombe Hill Infants' School with medical conditions have easy access to their emergency medication, stored in the office.

6.2 Calpol and Piriton are available in an emergency situation. They are only administered after verbal consent from parents, followed by signed consent, or if told to administer by the London Ambulance Service.

6.3 All emergency medication for pupils on school trips is listed in the Risk Assessment and a named adult will be responsible for carrying and administering the medication if the pupil is unable to do this. Medication must be readily available and kept with the responsible adult at all times during school trips.

Administration – general

6.4 All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a member of staff at this school.

6.5 Coombe Hill Infants' School understands the importance of medication being taken as prescribed. To minimise disturbance to learning, Coombe Hill Infants' School will administer medication at 11am or 2pm where possible.

6.6 All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. The employer provides full indemnity for staff who volunteer to administer medication.

6.7 Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

6.8 Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

6.9 All school staff have been informed through training that they are required, under common law duty of care, to act in loco parentis in an emergency situation. This may include taking action such as administering medication.

6.10 Parents/carers at Coombe Hill Infants' School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

6.11 If a pupil at Coombe Hill Infants' School refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.

6.12 All staff and volunteers attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

6.13 If a trained member of staff, who is usually responsible for administering medication, is not available Coombe Hill Infants' School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

6.14 If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

7. The school has clear guidance on the storage of medication

Safe storage – emergency medication

7.1 Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. The medication is stored securely out of reach of children.

Safe storage – non-emergency medication

7.2 All non-emergency medication is kept in a secure, cool dry place.

7.3 Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

7.4 There are specific members of staff who ensure the correct storage of medication at school.

7.5 All controlled drugs are kept in a cupboard in the school office or fridge, out of reach of children.

7.6 The expiry dates for all medication stored at school are checked at least monthly and an updated spreadsheet is kept at all times.

7.7 The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.

7.8 All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

7.9 Medication is stored in accordance with instructions, paying particular note to temperature.

7.10 Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

7.11 All medication is sent home with pupils at the end of the school year.

7.12 It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

7.13 Parents/carers at Coombe Hill Infants' School are asked to collect out-of-date medication.

7.14 If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

7.15 Specific members of staff are responsible for checking the dates of medication at least monthly and arranging for the disposal of any that have expired.

7.16 Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

7.17 If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

7.18 Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

8. The school has clear guidance about record keeping

Enrolment forms

8.1 Parents/carers at this school are asked if their child has any health conditions or health issues on the admissions form, which is filled out when their child joins the school. Parents/carers of new pupils starting at other times during the year are also asked to provide this information on the admissions form.

Healthcare Plans

Creating the Individual Healthcare Plan (IHCP)

8.2 Coombe Hill Infants' School uses an Individual Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Programme if required.

8.3 The IHCP, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a long-term medical condition. This is sent:

- At the start of the school year
- At enrolment
- When a diagnosis is first communicated to the school

8.4 If a pupil has a short-term medical condition that requires medication during school hours, a medication form should be completed by the child's parents/carers.

8.5 Where appropriate it is recommended that the parents/carers and healthcare professionals should complete the IHCP together, before returning to school. A member of school staff can also be present in cases of complex healthcare or educational needs.

Storage and Access of IHCPs

8.6 IHCPs are held centrally in the school office. Information is shared with relevant staff on a need-to-know basis via a Master Medical document on our Google drive. All members of staff who work with groups of children have access to the IHCPs of children in their care.

8.7 Parents/carers at Coombe Hill Infants' School are regularly reminded to update their child's IHCP if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

8.8 Every pupil with an IHCP at this school has their plan discussed and reviewed at least annually and when appropriate.

8.9 Parents/carers at Coombe Hill Infants' school are provided with a copy of the pupil's current agreed IHCP.

8.10 When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the IHCPs of pupils in their care.

8.11 Coombe Hill Infants' School ensures that all staff protect pupil confidentiality in line with the Data Protection Act 2018 and UK GDPR.

Use of IHCPs

8.12 IHCPs are used by Coombe Hill Infants' school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- Ensure that all medication stored at school is within the expiry date
- Ensure Coombe Hill Infants' School's local emergency care services can be provided with a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- Remind parents/carers of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication

Consent to administer medicines (continued)

8.13 All parents/carers of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

8.14 If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents/carers keep a copy of this agreement.

Other record keeping

8.15 Coombe Hill Infants' School keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. A second member of staff countersigns on the record sheet that medication was given. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.

8.16 Coombe Hill Infants' School holds regular, relevant training on common medical conditions. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed regularly to ensure all new staff receive training.

8.17 All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

Information Sharing and Confidentiality

8.18 Information sharing is vital in identifying and tackling medical emergencies and in promoting children's welfare. The school has clear powers to share, hold and use information for these purposes.

8.19 The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. School staff will be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children.

8.20 Staff understand that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner.

8.21 Medical information about pupils will only be shared with staff members who need to know it to ensure the pupil's safety and wellbeing. All staff understand the importance of maintaining confidentiality whilst ensuring appropriate information sharing to keep children safe.

Transition and Transfer of Information

8.22 Where children leave the school, the designated safeguarding lead will ensure their child protection file is transferred to the new school as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term.

8.23 The designated member of staff responsible for medical conditions will also consider if it would be appropriate to share medical information with the new school in advance of a child leaving, to allow the new school to have support in place for when the child arrives.

8.24 When pupils transfer to junior school, the school will:

- Share IHCPs with the receiving school
- Arrange transition meetings where appropriate for pupils with complex medical needs
- Ensure parents/carers are involved in the transition process
- Transfer any unused, in-date medication to parents/carers or the new school as appropriate

8.25 For pupils joining the school, we will request medical information from the previous setting and arrange meetings with parents/carers to establish appropriate support before the pupil starts.

9. The school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions

Physical environment

9.1 Coombe Hill Infants' School is committed to providing a physical environment that is accessible to pupils with medical conditions.

9.2 Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

9.3 Coombe Hill Infants' School's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

9.4 Coombe Hill Infants' School ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

9.5 Coombe Hill Infants' School ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and out of school visits.

9.6 All staff at Coombe Hill Infants' School are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

9.7 Staff use opportunities such as Relationships, Sex and Health Education (RSHE) lessons and other areas of the curriculum to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

9.8 Coombe Hill Infants' School understands the importance of all pupils taking part in sports, games and activities.

9.9 Coombe Hill Infants' School ensures all staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

9.10 Coombe Hill Infants' School ensures all staff know that pupils should not be forced to take part in an activity if they feel unwell.

9.11 All staff are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

9.12 Coombe Hill Infants' School ensures all staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

9.13 Coombe Hill Infants' School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

9.14 Coombe Hill Infants' School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

9.15 Coombe Hill Infants' School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

9.16 If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

9.17 Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The school's SEND coordinator consults the pupil, parents/carers and healthcare professionals (if appropriate) to ensure the effect of the pupil's condition on their learning is properly considered.

9.18 Coombe Hill Infants' School ensures that lessons about common medical conditions are incorporated into RSHE lessons and other parts of the curriculum, in line with the statutory guidance on Relationships, Sex and Health Education.

Remote Learning

9.19 Where pupils with medical conditions are unable to attend school and require remote learning, the school will:

- Ensure appropriate adjustments are made to enable access to online learning
- Maintain regular contact with the pupil and their family
- Liaise with healthcare professionals where appropriate
- Continue to support the pupil's medical needs through regular communication

Mental Health and Wellbeing

9.20 The school recognises that some medical conditions can impact on pupils' mental health and wellbeing. Staff will be alert to signs that a pupil's mental health may be affected by their medical condition.

9.21 The school will work with parents/carers and healthcare professionals to ensure appropriate support is in place for pupils whose medical conditions affect their mental health.

9.22 Information about mental health support available to pupils is included in our RSHE curriculum and communicated to parents/carers.

Out of School visits

9.23 Risk assessments are carried out by the staff prior to any out-of-school visits and medical conditions are considered during this process. Factors that Coombe Hill Infants' School considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

9.24 Coombe Hill Infants' School understands that there may be additional medication, equipment or other factors to consider when planning out of school visits. This school considers additional medication and facilities that are normally available at school to ensure that this can be planned for in any out of school visit.

9.25 Pupils with medical conditions will not be excluded from school trips unless there is a clear medical reason why participation would be unsafe, and this has been discussed with parents/carers and healthcare professionals.

10. The school is aware of common triggers and works to reduce health and safety risks

10.1 Coombe Hill Infants' School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out of school visits.

10.2 IHCPs are used to identify individual children who are sensitive to particular triggers, and action plans are in place as required to ensure these children remain safe throughout the school day.

10.3 Risk assessments, including those for out of school visits take into account the needs of children with medical conditions.

10.4 Coombe Hill Infants' School reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Coombe Hill Infants' School's policy and procedures are implemented after each review.

11. Roles and responsibilities

11.1 Coombe Hill Infants' School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents/carers, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

11.2 The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Employer

Coombe Hill Infants' School's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated

- Report to parents/carers, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions

Governing Body

The governing body has a responsibility to:

- Ensure the school's medical conditions policy is developed, implemented and monitored
- Ensure that the policy is reviewed at least annually
- Ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life
- Understand and actively back the school's approach to supporting pupils with medical conditions

Head teacher

This school's head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including school staff, special educational needs coordinators, teaching assistants, school nurses, parents/carers, governors, the school health service and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy
- Ensure that staff members are regularly checking the expiry date of medicines kept at school and maintain the school medical conditions register
- Monitor and review the policy at least annually, with input from parents/carers, staff and external stakeholders
- Update the policy regularly according to review recommendations and recent local and national guidance and legislation

- Report back to all key stakeholders about implementation of the medical conditions policy
- Ensure that staff wellbeing is considered and that appropriate support is available to staff who may find administering medication or managing medical emergencies stressful

All school staff

All staff at this school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand the school's medical conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school
- Ensure that risk assessments for school trips include medical information
- Ensure pupils who have medical conditions have access to their medication
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed
- Understand their responsibilities under KCSIE 2025 in relation to safeguarding pupils with medical conditions

Teaching staff

Teachers at this school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed learning
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents/carers, the pupil's healthcare professionals and the special educational needs coordinator if a child is falling behind with their work because of their condition
- Use opportunities such as RSHE and other areas of the curriculum to raise pupil awareness about medical conditions

The school healthcare team

The school healthcare team assigned to the school has a responsibility to:

- Help update the school's medical conditions policy
- Help provide regular training for school staff in managing the most common medical conditions at school
- Provide information about where the school can access other specialist training

First aider

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- When necessary ensure that an ambulance or other professional medical help is called
- Display first aid information for staff and the community

Emergency equipment

- A defibrillator has been purchased, and is stored outside the Headteacher's office with clear signage. London Ambulance Service have been notified of its location
- Paediatric first aiders have been trained in its use
- A burns kit is located in the office
- First aid kits are located in the office (grab bag), lower bay, ICT suite, in corridor outside Squirrel class, the hall, the swimming pool (summer only) and the connections kitchen cupboard
- Emergency inhalers have been purchased for use by those who cannot access their own inhaler, or for use as directed by LAS. Inhalers are located in the grab bag and swimming pool. There are spare inhalers in the office and in the first aid box that is taken outside at lunchtime play
- Epipens have been purchased for use by those who cannot access them in an emergency or for use as directed by LAS. Epipens are located in the office.
- A register of those children with inhalers and Epipens in school that are able to use the school's emergency supply is stored with the Emergency equipment. This list is regularly reviewed and updated

Special educational needs coordinator

Special educational needs coordinator at this school has a responsibility to:

- Help update the school's medical condition policy and Healthcare Plans
- Know which pupils have a medical condition and which have special educational needs because of their condition
- Ensure pupils who have been unwell catch up on missed schoolwork
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in teaching and learning
- Seek guidance, support and training from relevant healthcare professionals when required

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- Complete the pupil's Healthcare Plans provided by parents/carers
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Offer every child or young person (and their parents/carers) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents/carers)
- Understand and provide input into the school's medical conditions policy

Pupils

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well
- Treat all medication with respect
- Know how to gain access to their medication in an emergency (where age-appropriate)
- Know who to ask for help

Parents/carers

Parents/carers have responsibility to **keep the school informed of any updates or changes to their child's health conditions or medication.**

This includes notifying the school promptly about:

- **Changes to medication** – any new prescriptions, changes to dosage, or medication that has been stopped
- **Changes to the medical condition** – any improvements, deteriorations, new diagnoses, or additional health concerns
- **Changes to symptoms or triggers** – new allergies, sensitivities, or warning signs that staff should be aware of
- **Changes to treatment plans or emergency procedures** – updated advice from healthcare professionals about how to manage the condition or respond in an emergency
- **Changes to contact details** – ensuring the school can reach parents/carers or other emergency contacts quickly if needed

Parents/carers should also:

- **Provide the school with sufficient medication** – ensuring their child has the medication they need at school, clearly labelled with the child's name, dosage and expiry date
- **Ensure medication is in date** – replacing medication before it expires
- **Inform the school if their child has been unwell** – particularly if this may affect their ability to participate in activities or if it relates to their medical condition
- **Work with the school to develop and review Healthcare Plans** – providing accurate information and attending review meetings
- **Collect their child promptly if contacted** – when the school calls due to their child being unwell or requiring medical attention
- **Ensure their child knows how to manage their condition** – where age-appropriate, supporting their child to understand their condition and take responsibility for their medication

By keeping the school informed, parents/carers enable staff to provide the best possible care and support for their child, ensure Healthcare Plans remain accurate and effective, and help keep their child safe at school.