Brookmead School Medical Conditions Policy 2026

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions.[1]

Aims

The Board of Governors and staff of Brookmead School wish to ensure that pupils with both short- and long-term medical needs receive appropriate care and support at school. This policy aims to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

To achieve this, the school aims to:

• assist parents in providing medical care for their children;

• educate staff and children in respect of special medical needs;

• adopt and implement the LA policy of Medication in Schools;

• arrange training for volunteer staff to support individual pupils;

• liaise as necessary with medical services in support of the individual pupil;

• ensure access to full education if possible.

• monitor and keep appropriate records.

At Brookmead we are committed to ensuring that we provide effective support for children's medical conditions and that pupils feel safe and will work closely with other agencies and healthcare professionals as well as listen to and value the views of parents and pupils to achieve this.

We understand that in addition to potential educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absence due to health problems may affect children's educational attainment, as well as impact on their ability to integrate with their peers and affect their general wellbeing and emotional health.

At Brookmead we will work with parents, pupils and healthcare professionals to ensure that pupils requiring extended periods away from school because of treatment are reintegrated back into school and effectively supported. We will ensure that children with medical conditions are able to engage fully with learning and do not fall behind when

[1] This policy is based on the *Supporting pupils at school with medical conditions*, statutory guidance for governing bodies of maintained schools (April 2014) and the Model Policy available from http://medicalconditionsatschool.org.uk/, a website that offers information to help schools and school healthcare professionals support all pupils with medical conditions. Guidance available from this website is currently being reviewed to help schools and school healthcare professionals ensure that they meet the duty of care for children with medical conditions as detailed in the Children and Families Act 2014 and expected changes

to the BTS/SIGN Guidelines; this policy will be updated accordingly once further guidance is published.

they are unable to attend school. The school will also liaise with providers of education within hospital settings.

We will work with parents during periods of short-term or frequent absences, including those for appointments connected with a pupil's medical condition, and ensure that appropriate support is put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Some children with medical conditions may be disabled. At Brookmead School we recognise our duties under the Equality Act 2010. Some pupils may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision.

Commitment

The **Governing Body of Brookmead School:**

- is committed to ensuring that children with medical conditions are effectively supported at Brookmead School so that they have full access to education, including school trips and physical education;
- will ensure that arrangements are in place to support pupils at school with medical conditions;
- will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Roles and responsibilities

The school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure that this policy is effectively planned, implemented and maintained.

Governors

The Governing Body of Brookmead School 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;
- ensure that appropriate indemnity is in place for staff who administer medication to pupils with medical conditions.

Headteacher

The Headteacher has overall responsibility for ensuring that this policy is effectively implemented and will ensure that:

- sufficient staff are suitably trained;
- all relevant staff are made aware of a child's condition;
- cover arrangements are in place in the event of staff absence or staff turnover to ensure that someone who is suitably qualified is always available;
- relevant information is available for supply staff;
- risk assessments for school visits include an assessment of specific risks associated with a child's medical conditions to ensure as far as possible their inclusion in school activities;
- individual healthcare plans are in place and monitored regularly;
- ensure pupil confidentiality.

All school staff

All staff at Brookmead 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 including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- 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
- inform parents if a child has refused medication. If a refusal to take medication results in an emergency, the school's emergency procedures will be followed.

Teaching staff

Teachers at Brookmead School have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work;
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it;
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition;
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

First aider

First aiders at Brookmead 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.

Special educational needs and disabilities coordinator (Semco)

The SENDCo at this school has the responsibility to:

- help update the school's medical conditions policy
- 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 tests.

Pupils

Pupils at Brookmead School have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell

- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents

Parents must:

- **keep their child/ren at home if acutely unwell or infectious**
- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their **child's full name in secure and labelled packaging as originally dispensed. The school will not accept items of medication in unlabelled containers.**
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

On receiving notification that a pupil has a medical condition

Parents have a responsibility to inform and keep the school updated with regard to a child's medical needs.

The school will not make changes to dosages on parental instructions.
School staff will not dispose of medications. Medicines, which are in use and in

date, should be collected by the parent at the end of term. Date expired medications or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

Once the school has been informed, and where necessary, a meeting will be arranged between the parents, Headteacher, SENDCo and other relevant staff who may be involved in supporting the pupil. Together they will draw up the Individual Healthcare Plan.

Staff training needs will also be discussed and appropriate training arranged with the relevant agencies.

A briefing for all school staff will be prepared, presented to all staff and posted on the Medical Needs book in the staff room. The briefing will include:

- A photograph of the child, their name, class and year
- A summary of the condition and its symptoms
- Potential triggers
- What to do if the child shows particular symptoms
- Identified staff who are suitably qualified to support the pupil
- What to do in the event of an emergency

Asthma Inhalers

Inhalers should always be self-administered by all pupils. (Younger children may be given support to hold inhalers or spacers where necessary by a member of staff, but the administration must be completed by the pupil).

Pupils should have immediate access to inhalers. Although inhalers may be misused, the risk associated with delay in access are much greater than those of misuse by pupils. Parents ensure that inhalers are in date and in their original box with prescription label.

Individual healthcare plans

The Brookmead School Individual Healthcare Plan template together with a flowchart for the process for developing individual healthcare plans can be found in Appendix I.

The Individual Healthcare Plan records important details about individual pupils' medical needs, their triggers, signs, symptoms, medication and other treatments. Healthcare Plans record details about the medication pupils take both in and outside school hours. They also record permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.

Parents of pupils with a medical condition should complete a plan at the beginning of each school year, or when they enrol. Plans should be updated every year and whenever an individual pupil's condition or medical needs change.

Parents, pupils, the school's SENDCo and a relevant healthcare professional should be asked to fill out an individual pupil's healthcare plan together.

Individual Healthcare Plans are kept in the School Office together with the centralised register of pupils with medical conditions; copies of the Individual Healthcare Plans are also distributed to parents.

Staff training and support

Staff training and support needs are identified through the completion of the Individual Healthcare Plan.

Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.

The Office Manager keeps a record of all staff training and will identify when staff need to take part in refresher courses. Brookmead School will work closely with all healthcare professionals to ensure that children with medical conditions are effectively supported in school by staff who are suitably informed. Staff are made aware of this policy through the Staff Handbook.

The child's role in managing their own medical needs

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self- manage, then relevant staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

Managing medicines on school premises

See also the School's policy relating to managing medicines in school which will be reviewed in line with the following DfE guidance:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription medicines without their parent's written consent.
- Staff will not give a non-prescribed medicine to a child in school. This includes creams and ointments.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Some dosages can be managed by the family outside normal school hours and this will be encouraged where possible

unless it would be detrimental to the child's health or recovery e.g. a medicine which is prescribed to be taken three times daily could be taken in the morning, after school and at bed time

- Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises eg on school trips
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school

- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps

The Headteacher, Deputy Headteacher and first aiders have the right to refuse to administer any medication to any child if they are not happy to do so. This decision will be taken after full discussion with the Headteacher, Deputy Headteacher and lead first aider and will be communicated to parents immediately.

NO MEDICINE WILL BE GIVEN WITHOUT PARENTAL PERMISSION.

Record keeping

Written records are kept in a bound book in the Medical Office of all medicines administered to children, clearly indicating the date, time and dosage.

Emergency procedures

See also the school's emergency procedures; children with physical disabilities are also subject to an individual Emergency Evacuation Plan.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Day trips, residential visits and sporting activities

The school is committed to ensuring that children with medical conditions are actively supported to take part in school trips and visits and sporting activities. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.

Class teachers and support staff are aware of how a child's medical condition will impact on their participation but should ensure there is enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments to ensure the effective inclusion of all pupils.

The school will also consider what reasonable adjustments we can make to enable children with medical needs to participate fully and safely on visits. A risk assessment will be carried out so that planning arrangements take account of any steps that are needed to ensure that pupils with medical conditions will be included. This will also require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed

Liability and indemnity

The Governing body ensures that the appropriate level of insurance is in place and appropriately reflects the level of risk. It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. Copies of the school's insurance policies are available from the Bursar.

The school recognises that insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. The school will comply with any requirements of the insurance such as the need for staff to be trained.

Complaints

Should parents or pupils be dissatisfied with the support provided at Brookmead School they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Appendix I - Process for developing individual healthcare plans

This policy is reviewed, evaluated and updated annually and in the light of feedback in particular from pupils, parents and school staff and in consultation with healthcare professionals and outside agencies.

Brookmead School Individual Healthcare Plan for pupils with medical conditions at school. This form should be reviewed at least annually and when there is a change in a pupil's medical condition or treatment. It is the responsibility of the parents to notify the school if there are changes in a child's condition or medication.

Child's Full Name:				
Year and Class:				
Date of Birth:				
Child's Address:				
Medical Diagnosis or Condition:				
Has the above medical condition been formally diagnosed by a GP or hospital consultant:				
Yes: If you have selected **Yes,** please complete all sections below	**No:** If you have selected **No**, you do not need to complete the remainder of this form			

Date Care Plan Completed:				
Review Date:				
Family Contact Information				
Name of Emergency Contact 1:				
Relationship to Child:				
Telephone: (Work):				
(Home):				
(Mobile):				
Name of Emergency Contact 2:				
Relationship to Child:				
Telephone (Work):				
(Home):				
(Mobile):				

Name of Consultant:	
Telephone number:	
GP Name:	
Telephone Number:	

Who is responsible for providing support in school – To be completed by school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, equipment or devices,

Name/type of medication (as described on the container/bottle):

Dosage and frequency

When to administer the medicine (time of day):

Method of administration (e.g. tablets, inhaler, injection)

Are there any side-effects or contra-indications (signs when this medication should not be given) that could affect this pupil at school?

Can the pupil administer the medication themselves?

Yes:	No:	Yes, with supervision:

Daily care requirements (e.g. access to toilet/water)

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

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

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Other Information

Signature of Parent:	**Date:**
Signature of Staff:	**Date:**

Appendix II - Further advice and resources

The Anaphylaxis Campaign Anaphylaxis UK 1 Alexandra Road Farnborough Hampshire GU14 6BU Helpline: 01252 542029 Admin: 01252 546100 https:// www.anaphylaxis.org.uk/	**Epilepsy Action** New Anstey House, Gate Way Drive, Yeadon, LEEDS, LS19 7XY, United Kingdom 0113 210 8800 https://www.epilepsy.org.uk/contact
Asthma and Lung UK Phone: 0300 222 5800 (M-F 9-5) https:// www.asthmaandlung.org.u k/ helpline@asthmaandlung.org.uk	**Council for Disabled Children** National Children's Bureau 23 Mentmore Terrace, Hackney, London E8 3PN 020 7843 6000 https://councilfordisabledchildren.org.uk/ enquiries@ncb.org.uk
Diabetes UK Wells Lawrence House 126 Back Church Lane	**National Children's Bureau** https://www.ncb.org.uk/

London E1 1FH 0345 123 2399 (M-F, 9-6) helpline@diabetes.org.uk https:// www.diabetes.org.uk/	See above

Associated Legislation

Section 21 of the Education Act 2002 provides that governing bodies of maintained schools must in discharging their functions in relation to the conduct of the school promote the well-being of pupils at the school.

Section 175 of the Education Act 2002 provides that governing bodies of maintained schools must make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school. Paragraph 7 of Schedule 1 to the Independent School Standards (England) Regulations 2010 set this out in relation to academy schools and alternative provision academies.

Section 3 of the Children Act 1989 provides a duty on a person with the care of a child (who does not have parental responsibility for the child) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child.

Section 17 of the Children Act 1989 gives local authorities a general duty to safeguard and promote the welfare of children in need in their area.

Section 10 of the Children Act 2004 provides that the local authority must make arrangements to promote co-operation between the authority and relevant partners (including the governing body of a maintained school, the proprietor of an academy, clinical commissioning groups and the NHS Commissioning Board) with a view to improving the well-being of children, including their physical and mental health, protection from harm and neglect, and education. Relevant partners are under a duty to cooperate in the making of these arrangements.

The NHS Act 2006: Section 3 gives Clinical Commissioning Groups a duty to arrange for the provision of health services to the extent the CCG considers it necessary to meet the reasonable needs of the persons for whom it's responsible. **Section 3A** provides for a CCG to arrange such services as it considers appropriate to secure improvements in physical and mental health of, and in the prevention, diagnosis and treatment of illness, in the persons for whom it's responsible. **Section 2A** provides for local authorities to secure improvements to public health, and in doing so, to commission school nurses.

Governing Bodies' duties towards disabled children and adults are included in the **Equality Act 2010**, and the key elements are as follows:

- They **must not** discriminate against, harass or victimise disabled children and young people

- They **must** make reasonable adjustments to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory: adjustments must be planned and put in place in advance, to prevent that disadvantage

Section 2 of the **Health and Safety at Work Act 1974**, and the associated regulations, provides that it is the duty of the employer (the local authority, governing body or academy trust) to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety.

Under the **Misuse of Drugs Act 1971** and associated Regulations the supply, administration, possession and storage of certain drugs are controlled. Schools may have a child that has been prescribed a controlled drug.

The **Medicines Act 1968** specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on dealings with medicinal products, including their administration.

Regulation 5 of the School Premises (England) Regulations 2012 (as amended) provide that maintained schools must have accommodation appropriate and readily available for use for medical examination and treatment and for the caring of sick or injured pupils. It **must** contain a washing facility and be reasonably near to a toilet. It **must** not be teaching accommodation. Paragraph 23B of Schedule 1 to the Independent School Standards (England) Regulations 2010 replicates this provision for independent schools (including academy schools and alternative provision academies).

The Special Educational Needs Code of Practice

Section 19 of the Education Act 1996 (as amended by Section 3 of the Children Schools and Families Act 2010) provides a duty on local authorities of maintained schools to arrange suitable education for those who would not receive such education unless such arrangements are made for them. This education must be full time, or such part time education as is in a child's best interests because of their health needs.

Links to other information and associated advice, guidance and resources eg templates and to organisations providing advice and support on specific medical conditions will be provided on the relevant web-pages at GOV.UK

Approved by Governors Summer term 2026