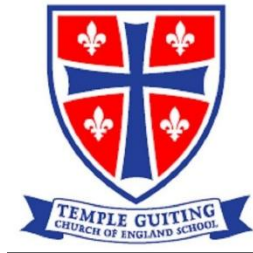


Temple Guiting C of E School



Medical Conditions Policy

This Policy was reviewed and agreed by:	Ann Barry
Approved by: (Headteacher)	
Approved by: (Governor)	
Date Approved:	
Last Review Date:	April 2026
Next Review Date:	Sept 2027

Policy Statement	Temple Guiting Church of England School is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others at school to ensure they are a healthy, active member of the school community who enjoy and achieve at school. The school makes sure that the staff understand their duty of care to children and young people in the event of an emergency. We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication and care being taken as directed by healthcare professionals and parents. The named member of school staff responsible for these medical conditions policy and its implementation is the Headteacher Mrs Ann Barry. This policy reflects statutory duties under: • The Children and Families Act 2014 (Section 100) • The Equality Act 2010 • It also incorporates best practice from the Department for Education's March 2026 guidance: "Supporting Children and Young People with Medical Conditions and Allergies"
Temple Guiting Church of England School is an inclusive community that supports and welcomes pupils with medical conditions	Temple Guiting Church of England School is committed to being a fully inclusive environment that supports and welcomes pupils with medical conditions, including physical and mental health needs. • The school ensures that pupils with medical conditions have the same opportunities as their peers, including full access to the curriculum and participation in all school activities, both school-based and off-site. No pupil will be denied admission or prevented from attending because appropriate arrangements for their medical condition have not yet been made. • The school values and takes into account the views of pupils and their parents/carers in relation to the support provided.
	• Staff are aware that medical conditions can be serious and may have a significant impact on a pupil's quality of life and ability to learn. • All staff understand their duty of care and are aware of how to respond in an emergency, including who to contact and what actions to take • The school recognises that pupils with the same medical condition may have different needs, and support is tailored to the individual. • The school recognises its duties under the Children and Families Act 2014 and the Equality Act 2010, including the requirement to make reasonable adjustments and provide appropriate support for pupils with medical conditions and disabilities.

	• The school ensures that this policy is clearly communicated to all staff, pupils, parents/carers, and relevant external stakeholders. • Information about the policy is shared through appropriate channels, such as the school website, staff training, parent communications, and meetings with healthcare professionals where necessary. • All relevant parties are regularly reminded of the policy and their roles and responsibilities in supporting pupils with medical conditions. • The school works in partnership with parents/carers and healthcare professionals to ensure consistent understanding and effective implementation of this policy.
Relevant school staff are trained to respond effectively to medical emergencies	• All relevant staff are aware of pupils with medical conditions and are trained to recognise and respond appropriately to medical emergencies. • Staff receive regular training, including whole-school medical and allergy awareness training at least annually, in line with current guidance. • Where appropriate, staff receive specific training on individual pupils' medical needs, including how to follow their Individual Healthcare Plans (IHPs). • Clear information is available to staff about who to contact in an emergency, and emergency procedures are regularly reviewed and updated. • If a pupil needs to attend hospital, a member of staff—preferably one known to the pupil—will accompany them and remain with them until a parent/carer arrives, or accompany them in the ambulance where appropriate.
The school has clear procedures for providing care, support, and administering medication	Temple Guiting Church of England School recognises the importance of pupils receiving their medication and care in accordance with their Individual Healthcare Plan (IHP). • An Individual Healthcare Plan (IHP) will normally be in place for any pupil who requires medication in school, has an ongoing medical condition, or has a known allergy requiring management. A formal diagnosis is not always required in order for appropriate support and reasonable adjustments to be provided. • The school works in partnership with parents/carers to support pupils in developing independence in managing their medical condition, including self-administration of medication where this is appropriate and agreed. • The school ensures that a sufficient number of staff are appropriately trained to administer medication and meet pupils' care needs. Arrangements are in place to ensure cover during staff absence, turnover, and other contingencies.

	- Medication will only be administered with written parental consent, except in emergency situations where it is necessary to preserve life or prevent serious deterioration in a pupil's condition. All medication must be: - in date - clearly labelled with the pupil's name - provided in the original container with clear dosage instructions - Medication that does not meet these requirements, or is not accompanied by the appropriate consent form, will not be accepted by the school. - The school ensures that a trained member of staff is available to support pupils with medical conditions on off-site visits, including residential visits where required. - Parents/carers are responsible for informing the school promptly of any changes to their child's medical needs or medication.
The school ensures that the whole school environment is inclusive and supportive of pupils with medical conditions	Temple Guiting Church of England School is committed to identifying and reducing triggers that may worsen medical conditions or lead to a medical emergency. - The school maintains records of medical incidents and near misses, which are regularly reviewed to identify patterns, inform practice, and reduce future risks. - Relevant staff receive training and guidance on medical conditions, including how to recognise and minimise exposure to known triggers. The school maintains information on common triggers for pupils and takes reasonable steps to reduce or eliminate associated risks. - Individual Healthcare Plans (IHPs) identify specific triggers for each pupil and outline strategies to ensure their safety throughout the school day and during off-site activities. - Risk assessments for school trips and activities take into account the needs of pupils with medical conditions, including potential triggers and required control measures. - The school reviews all medical incidents and emergencies to evaluate how they were managed and to identify any improvements needed in procedures, training, or policy.
The school is committed to identifying and reducing triggers for medical conditions	Temple Guiting Church of England School is committed to identifying and reducing triggers that may worsen medical conditions or lead to a medical emergency. - The school maintains records of medical incidents and near misses, which are regularly reviewed to identify patterns, inform practice, and reduce future risks. - Relevant staff receive training and guidance on medical conditions, including how to recognise and minimise exposure to known triggers. The school maintains information on common triggers for pupils and takes reasonable steps to reduce or eliminate associated risks.

	• Individual Healthcare Plans (IHPs) identify specific triggers for each pupil and outline strategies to ensure their safety throughout the school day and during off-site activities. • Risk assessments for school trips and activities take into account the needs of pupils with medical conditions, including potential triggers and required control measures. • The school reviews all medical incidents and emergencies to evaluate how they were managed and to identify any improvements needed in procedures, training, or policy.
	• Appendix 1 Individual healthcare plan • Appendix 2 Parental agreement for school to administer medicine • Appendix 3 Contacting emergency services • Appendix 4 Letter inviting parents to contribute to individual healthcare plan development

APPENDIX 1

Temple Guiting Church of England School Individual Healthcare Plan

Name of school/setting

Temple Guiting Church of England School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

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

Form copied to

APPENDIX 2

Name of school	Temple Guiting Church of England School
Date of request	

Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
I understand that I must deliver the medicine personally to	Laura Davis – Office Manager – Who will pass on the details to child's teacher

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

MEDICINE MUST BE HANDED TO OFFICE BY PARENT/GUARDIAN

Signature(s)..... Date

Child's Name.....
Class.....
Medicine Given.....

TO BE COMPLETED BY STAFF

DATE	TIME	BY WHO	SIGNED

APPENDIX 3

Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number.
 - *The school number is 01451 850304*

2. Your name.

3. Your location:

*Temple Guiting Church of England
School Temple Guiting Cheltenham
GL54 5RW*

4. State what the postcode is:
 - *GL54 5RW*

5. Provide the exact location of the patient within the school setting.

6. Provide the name of the casualty and a brief description of their symptoms.

7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.

8. Put a completed copy of this form by the phone.

APPENDIX 4

Letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Carer

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting.

I would be happy for you to contact me by email or to speak by phone if this would be helpful.

Yours sincerely

Mrs Ann Barry
Headteacher