

# Managing Medical Conditions in School Policy

## July 2026

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|------------------------------------|-----------|
| <b>Last Review Date:</b>           | July 2026 |
| <b>Next Review Date:</b>           | July 2027 |
| <b>Executive Head's Signature:</b> |           |
| <b>Governor's Signature:</b>       |           |



**St Aloysius' College**

Hornsey Lane,  
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London  
N6 5LY





# Managing Medical Conditions in School Policy

## 1. Policy Statement

This policy sets out St. Aloysius's approach to supporting pupils with medical conditions to ensure they can access education safely and effectively. The school aims to provide a fully inclusive environment where pupils with medical conditions are properly supported so they can participate fully in school life, including educational visits, physical education, extracurricular activities, and school trips.

The school recognises its duty of care to pupils and staff and is committed to:

- Supporting pupils with both short-term and long-term medical conditions.
- Ensuring pupils with medical conditions are properly supported.
- Reducing barriers to learning and participation.
- Working in partnership with parents/carers, healthcare professionals, and pupils.
- Maintaining safe systems for administering medication and responding to emergencies.

This policy complies with relevant legislation and guidance, including:

- Children and Families Act 2014
- Equality Act 2010
- Supporting Pupils at School with Medical Conditions (Department for Education)
- Health and Safety at Work legislation
- Data Protection legislation

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## 2. Scope

This policy applies to:

- All pupils enrolled at the school.
- All members of staff, volunteers, and contractors.
- All school activities, including off-site visits and extracurricular activities.

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## 3. Roles and Responsibilities

### Governing Body



# St Aloysius' College: Managing Medical Needs Policy

The governing body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure sufficient staff training is provided.
- Monitor the effectiveness of this policy.
- Ensure appropriate insurance arrangements are in place.

## Headteacher

The Headteacher will:

- Implement and oversee this policy.
- Ensure staff are aware of pupils' medical needs.
- Ensure adequate training is provided.
- Ensure Individual Healthcare Plans (IHPs) are developed where appropriate.
- Ensure risk assessments are carried out for relevant activities.

## School Staff

Staff members will:

- Follow the procedures outlined in this policy.
- Undertake relevant training.
- Support pupils with medical conditions appropriately.
- Maintain confidentiality while sharing information on a need-to-know basis.
- Respond appropriately in emergencies.

## School Nurse / Healthcare Professionals

Healthcare professionals may:

- Provide advice and guidance.
- Support staff training.
- Contribute to Individual Healthcare Plans.
- Advise on medication and emergency procedures.

## Parents/Carers

Parents/carers are responsible for:

- Providing accurate and up-to-date medical information.
- Supplying medication in the original packaging with clear instructions.
- Informing the school of any changes in medical needs.
- Working with the school to develop healthcare plans.



## Pupils

Pupils should, where appropriate and according to age and understanding:

- Take responsibility for managing their own health needs.
  - Carry medication where agreed.
  - Inform staff if they feel unwell or require support.
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## 4. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan may be developed for pupils with significant or ongoing medical conditions.

The IHP should include:

- Details of the medical condition.
- Signs, symptoms, and triggers.
- Medication requirements.
- Emergency procedures.
- Dietary or activity considerations.
- Arrangements for school trips and activities.
- Roles and responsibilities.
- Contact details for parents/carers and healthcare professionals.

IHPs will be:

- Developed collaboratively with parents/carers and healthcare professionals.
  - Reviewed annually or sooner if medical needs change.
  - Shared with relevant staff.
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## 5. Managing Medication

### General Principles

- Medicines should only be administered at school when essential.
- Prescription medicines must only be administered to the pupil for whom they are prescribed.
- Non-prescription medicines may only be administered with parental consent and in accordance with school procedures.
- Medication must be stored safely and securely.



## Storage of Medication

- Medicines will be stored in accordance with product instructions.
- Emergency medication will be easily accessible.
- Controlled drugs will be stored securely in a locked cabinet.

## Administration of Medication

- Only trained and authorised staff should administer medication.
- Appropriate records will be kept of all medication administered.
- Staff administering medication will check:
  - Pupil name
  - Medication name
  - Dose
  - Expiry date
  - Time and method of administration

## Self-Administration

Where appropriate, pupils may carry and administer their own medication, such as inhalers or adrenaline auto-injectors, subject to risk assessment and agreement with parents/carers.

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## 6. Emergency Procedures

The school will ensure staff know how to respond to medical emergencies.

Emergency procedures may include:

- Contacting emergency services.
- Administering emergency medication.
- Following the pupil's Individual Healthcare Plan.
- Contacting parents/carers.

A member of staff will accompany a pupil taken to hospital and remain until a parent/carer arrives.

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## 7. Staff Training

The school will ensure that:

- Staff receive appropriate medical training.
- Training is refreshed regularly.



- Staff are competent and confident before taking responsibility for supporting pupils with medical needs.

Training may include:

- Asthma awareness
- Diabetes management
- Epilepsy awareness
- Allergy and anaphylaxis response
- Use of emergency medication
- Basic first aid

Records of training will be maintained.

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## 8. Record Keeping and Confidentiality

The school will maintain accurate records relating to:

- Medical conditions
- Medication administration
- Healthcare plans
- Consent forms
- Staff training

Medical information will be treated confidentially and handled in accordance with data protection requirements.

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## 9. School Trips and Activities

The school will make reasonable adjustments to enable pupils with medical conditions to participate fully in trips and activities.

Risk assessments will be carried out where appropriate and arrangements made for:

- Medication
- Emergency procedures
- Staff support
- Transport considerations

Pupils will not be excluded from activities solely because of a medical condition unless this is supported by medical evidence and risk assessment.

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## 10. Absence and Reintegration

The school will support pupils who are absent due to medical needs by:

- Maintaining communication with families.
  - Providing work where appropriate.
  - Supporting reintegration following absence.
  - Liaising with external agencies if needed.
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## 11. Unacceptable Practice

The following practices are considered unacceptable:

- Preventing pupils from accessing medication.
  - Assuming every pupil with the same condition requires identical support.
  - Ignoring medical evidence or healthcare plans.
  - Sending pupils home unnecessarily.
  - Penalising pupils for attendance related to medical appointments or conditions.
  - Excluding pupils from activities without valid reason.
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## 12. Complaints

Concerns regarding the support provided for pupils with medical conditions should initially be discussed with the Headteacher.

If concerns remain unresolved, complaints may be raised through the school's formal complaints procedure.

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## 13. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
  - Guidance is updated.
  - Significant incidents occur.
  - School procedures change.
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## Appendix A – Suggested Forms and Documents

The following documents may be used alongside this policy:

- Medical information form
- Parental consent form for medication
- Medication administration record
- Individual Healthcare Plan template
- Staff training record
- Risk assessment template

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## Policy Information

| Item               | Details                                      |
|--------------------|----------------------------------------------|
| Policy Name        | Managing Medical Conditions in School Policy |
| Responsible Person | Majlinda Braja                               |
| Approved By        | Governing Body                               |
| Approval Date      | July 2026                                    |
| Review Date        | July 2027                                    |
| Version            |                                              |