



WATTON WESTFIELD  
INFANT & NURSERY

WATTON JUNIOR

*'A Community of Ambition, Creativity and Kindness'*

# **Supporting pupils with medical needs policy**

This policy will be reviewed in full by the Governing Body on an annual basis.

| Reviewed By                                       | Local Governing Body |
|---|----------------------|
| Meeting at which policy was reviewed and approved | January 2026         |
| Next Review Date                                  | January 2027         |

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## 1.0 Introduction

At Watton Westfield & Watton Junior Schools we believe that pupils with medical conditions should be supported, in every way possible, to play an active role in school life, enjoy the same opportunities as any other pupil and have full access to all aspects of education. The governing board has arrangements in place to see that this is achieved, and the school liaises fully with health professionals where appropriate. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupils themselves feel safe. For these reasons, the school will liaise with health and social care professionals, pupils and their parents to achieve this.

## 2.0 Objectives and targets

The purpose of this policy is to explain how Watton Westfield & Watton Junior Schools implement its procedures on dealing with pupils who have medical conditions, in line with government requirements, with a view that all pupils will receive the best education possible for them, despite any medical conditions that they may have to contend with.

## 3.0 Action plan

The school's governing board is ultimately responsible for the implementation of this policy. The executive headteacher is in charge on a day-to-day basis and named individuals are responsible for the provision of support to individual pupils with medical conditions. Where pupils have disabilities and/or special needs as well as a medical condition; these will be always taken into consideration.

## 4.0 Roles and responsibilities

### 4.1 The executive headteacher

The executive headteacher will ensure that:

- Sufficient staff are suitably trained and available to implement the policy.
- All staff are aware of the policy and their role in implementing it. Relevant staff will be made aware of any child with a medical condition.
- Senior staff (e.g. Head of School, Deputy Headteacher) are suitably trained to ensure that procedures are being followed in each school
- Cover arrangements are in place in case of staff absence, staff turnover and in emergency and contingency situations, to ensure someone is always available.
- Any supply teachers are aware of the medical condition where appropriate.
- Staff are appropriately insured and are aware that they are insured to support pupils with medical conditions.
- Staff are able to examine the schools' insurance policies relating to providing support to pupils with medical conditions should they wish to.
- The school nursing team are contactable to provide guidance for any child who has a medical condition that may require support at school.
- Risk assessments for school visits, holidays, and other school activities outside of the normal timetable include consideration for any child with a medical condition.

- Individual healthcare plans (IHPs) are initiated, co-created with parents/carers, monitored and reviewed at least annually.
- The focus of support is on the needs of each individual child and how their medical condition impacts on their school life.
- Consideration is given as to how children will be reintegrated back into school after periods of absence due to their medical condition.

## 4.2 School Staff

Any member of staff may be asked to provide support to pupils with medical conditions. Administering medicines is not part of teachers' professional duties but they are expected to take into account the needs of pupils with medical conditions that they teach (*see 'Administration of Medicines Policy'*).

All school staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do, and respond accordingly, when they become aware that a pupil with a medical condition needs help.

## 4.3 School nursing team

Watton Westfield & Watton Junior Schools have access to the school nursing service for advice and guidance on supporting pupils with medical needs.

## 4.4 Other healthcare professionals, including GPs and paediatricians

A GP or other healthcare professional will notify the school when a child has been identified as having a medical condition that will require support at school. They will be involved in drawing up IHPs. Specialist local health teams are also available to provide support for children with particular conditions (e.g. asthma, diabetes), coordinated by Norfolk Community Health and Care: <https://www.norfolkcommunityhealthandcare.nhs.uk/>.

## 4.5 Individual pupils

Pupils with medical conditions will be fully involved in discussions about their medical support needs and expected to comply with their IHP.

After discussion with parents, children who are competent are encouraged to take responsibility for managing their own medicines and procedures and this will be reflected within their IHP. Children will be allowed to carry their own medicines and relevant devices (where appropriate) **or** will be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures will require an appropriate level of supervision.

If it is not appropriate for a child to self-manage, then relevant staff will help to/fully administer medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the IHP. Parents will be informed so that alternative options can be considered. (See also **Administration of medicines policy**).

## 4.6 Parents/carers

Parents/carers are expected to provide the school with sufficient up-to-date information about their child's medical needs. Parents are key partners and will be involved in the drafting, development and review of their child's IHP. They are expected to carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment, and must ensure they or another nominated adult are contactable at all times.

## 4.7 Local authority

Local authorities (LAs) provide school nurses for maintained schools and academies. The LA provides support, advice and guidance, including suitable training for school staff, to ensure that the support specified within IHPs can be delivered effectively. The LA works with Watton Westfield & Watton Junior Schools to support pupils with medical conditions to attend full time but has a duty to make other arrangements when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

# 5.0 Procedure

This procedure is to be followed whenever notification is received that a pupil has a medical condition.

Where possible the school will not wait for a formal diagnosis before providing support to a pupil with medical needs. Support will be provided based on the available medical evidence and after consultation with parents. For children starting at Watton Westfield & Watton Junior Schools, arrangements should be in place in time for the start of the relevant school term (or the date of admission for in-year admissions). In other cases, such as a new diagnosis or changed circumstances, every effort will be made to ensure that arrangements are put in place within two weeks. For children moving on to another school, relevant information will be passed to the new school as soon as possible.

## 5.1 Emergency situations

Pupils in the school will know to inform a teacher immediately if they think help is needed. For pupils who may not recognize the signs of a medical emergency (e.g. some pupils with SEND, younger pupils), staff will be aware of the signs to look out for and this will be made clear in the child's IHP. Staff will follow the school's procedures to contact emergency services if necessary.

Where a child has an IHP, it will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or, if an ambulance needs to be called, will accompany the child to hospital and stay until a parent arrives there.

Watton Westfield & Watton Junior Schools holds salbutamol inhalers for use only in emergencies. The inhalers may only be used by children whose parents have agreed the use of the emergency inhaler and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler will be used if the pupil's prescribed inhaler is not available (e.g. because it is broken, or empty).

## 6.0 Individual healthcare plans (IHPs)

Many pupils with medical conditions will require an IHP which will help to ensure that each pupil's medical conditions are supported. The school, healthcare professionals and parents will agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher will take a final view.

- IHPs may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Those involved will agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.
- IHPs will be developed with the child's best interests in mind
- IHPs will ensure that the school assesses and manages risks to the child's education, health and social well-being and minimise disruption
- IHPs will be drawn up in partnership between the school, parents, and a named relevant healthcare professional who can best advise on the particular needs of the child. Pupils will also be involved whenever appropriate.
- When a child is returning to school following a period of hospital education or alternative provision (including home tuition) the school will work with the LA and education provider to ensure that the IHP identifies the support the child will need to reintegrate effectively
- The IHP will state the steps which the school will take to help the child manage their condition and overcome any potential barriers to getting the most from their education. The format of IHPs will vary to enable the school to choose what is most effective for the specific needs of each pupil, and the level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. However, all will contain the following information:
  - The medical condition, its triggers, signs, symptoms and treatments.
  - The pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink (where this is used to manage their condition), dietary requirements and environmental issues
  - Specific support for the pupil's educational, social and emotional needs – e.g. how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
  - Level of support needed including in emergencies. If a child is self-managing their medication this will be clearly stated with appropriate arrangements for monitoring.
  - Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional.
  - Cover arrangements for when the usual support person is unavailable.
  - Who in the school needs to be aware of the child's condition and the support required.
  - Arrangements for written permission from parents and the executive headteacher (or other member of staff with delegated responsibility) for medication to be administered by a member of staff, or self-administered by the pupil during school hours (see **Administration of Medicines Policy**).
  - Parents will have a copy of the procedures to be followed when administering medicines.
  - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments, higher staff ratios.

- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements. (Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their IHP).
- IHPs will be easily accessible to all who need to refer to them while preserving confidentiality.
- Where a child has SEN but does not have a statement or education, health and care (EHC) plan, their SEN needs will be mentioned in their IHP.
- Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.
- 

A flow chart for identifying and agreeing the support a child needs and developing an IHP is provided at **appendix 1**. A letter inviting a parent/carer to an IHC development meeting is at **appendix 2**. A template for a pupil's healthcare plan is provided at **appendix 3**.

## 7.0 Managing attendance

Watton Westfield and Junior Schools are committed to supporting good attendance of all pupils, including pupils with medical needs, and recognise that this requires the careful consideration of barriers to attendance.

The schools follow the guidance of the NCC **Joint Medical Protocol** in managing pupils' absence from school when medical reasons are cited.

See NCC Attendance Toolkit for more information:

<https://www.schools.norfolk.gov.uk/article/61580/Joint-Medical-Protocol>

## 8.0 Staff training

Periodical training is undertaken so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy and to keep them up to date with procedures to be followed. New staff will receive training through their induction process. The named relevant healthcare professional advises the school on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

During the development of IHPs, suitable training requirements for staff who will be involved with an individual pupil will be discussed. The relevant healthcare professionals will normally lead on identifying, and agreeing with the school, the type and level of training required, and how this can be obtained. Once trained, the healthcare professional will provide confirmation of the proficiency of staff in medical procedures, or in providing medication. On reviewing the IHP any further training requirements for staff will be discussed.

The family of a child will be able to provide relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. However, they will not be the sole trainer.

## 9.0 Managing medicines in the school

Details of how the school manages medicines in school can be found in the school's '**Administration of Medicines Policy**'. Medicines are carefully labelled and stored. Access is readily available when

the need arises. The school ensures that written records are kept of all medicines administered to children, and parents/carers are informed if their child has been unwell at school.

## 10.0 School trips and sports activities

At Watton Westfield & Watton Junior Schools pupils with medical conditions are supported to participate in school trips and visits, or in sporting activities, and will not be prevented from doing so unless absolutely necessary on health grounds.

Teachers will be aware of how a child's medical condition will impact on their participation. A risk assessment will be undertaken by the visit lead so that planning arrangements, with any reasonable adjustments, take account of any steps needed to allow all children to participate according to their own abilities.

Parents and pupils will be consulted and advice taken from the relevant healthcare professionals to ensure that pupils can participate safely, if at all possible.

Watton Westfield & Watton Junior Schools are committed to the full inclusion of pupils with medical needs in all school activities wherever possible.

## 11.0 Unacceptable practice

It is considered unacceptable to:

- Prevent children from easily accessing their inhalers and medication and from administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP.
- Send a medically vulnerable child with a medical condition to the school office or medical room without being accompanied, or with someone unsuitable.
- Penalise a child for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Staff may face disciplinary action if any such incidents are brought to the attention of the executive headteacher.

## 12.0 Infection Control and Sickness Procedure

To maintain a healthy environment and prevent the spread of infection, Watton Westfield Infant & Nursery applies the following procedures for children who are ill or infectious:

- **Notification of Illness:** Parents/carers are required to notify the school office by 9:00 AM on the first day of absence if their child is unwell and unable to attend.
- **Exclusion Periods:** In line with UK Health Security Agency (UKHSA) guidance, children suffering from diarrhoea or vomiting must be excluded from the setting for a minimum of **48 hours** after their last episode.
- **Infectious Diseases:** If a child is diagnosed with an infectious disease (e.g., chickenpox, measles, or impetigo), the school will follow the recommended exclusion periods provided by local health protection teams.
- **Managing On-site Illness:** If a child becomes ill during the school day, they will be moved to a quiet, supervised area away from other children while a parent or emergency contact is notified to collect them immediately.
- **Hygiene and Spillage:** Staff follow strict hygiene procedures for the disposal of bodily fluids, utilizing protective clothing (aprons and gloves) and clinical waste bags to prevent cross-contamination.
- **Reporting Outbreaks:** The school will notify the local Health Protection Team and Ofsted if there is a significant outbreak of a serious infectious disease within the EYFS setting.

## 13.0 Record Maintenance and Update

To ensure that medicines are administered safely and that information is current, the following administrative process is followed:

- **Annual Review:** At the start of each academic year, all parents/carers must complete a "Medical Update Form" (**Appendix 4**) to confirm or amend the health details held on the school's Management Information System (MIS).
- **Mid-Year Changes:** Parents/carers are responsible for informing the school office immediately of any changes to their child's medical condition, medication, or emergency contact details.
- **Administrative Update Process:**
  1. **Receipt of Information:** When new medical information is received (e.g., a new prescription or diagnosis), it is passed to the School Office Lead.
  2. **System Entry:** The information is updated on the school's MIS within **24 hours**.
  3. **IHP Revision:** If the change affects a pupil's Individual Healthcare Plan (IHP), the plan will be revised and re-shared with relevant staff (e.g., Class Teacher, First Aiders) within **48 hours**.

4. **Medicine Verification:** Staff will verify that any physical medication held in the office matches the updated dispensing labels and parental consent forms.
- **Audit Trail:** All changes to medical records are logged with the date of the change and the name of the staff member who updated the record to ensure a clear audit trail.

See also: **Administration of Medicines policy.**

## 14.0 Complaints

If parents or pupils are dissatisfied with the support provided, they should discuss their concerns informally with the appropriate member of staff. If, however, this does not resolve the situation then they should make a formal complaint using the school's complaints procedure (see **Complaints Policy**).

## 15.0 Monitoring and evaluation

The policy will be monitored by the executive headteacher and governors for its effectiveness in implementation, and evaluated and reviewed at least annually, or sooner in the light of any incidents that may occur or any changes to legislation.

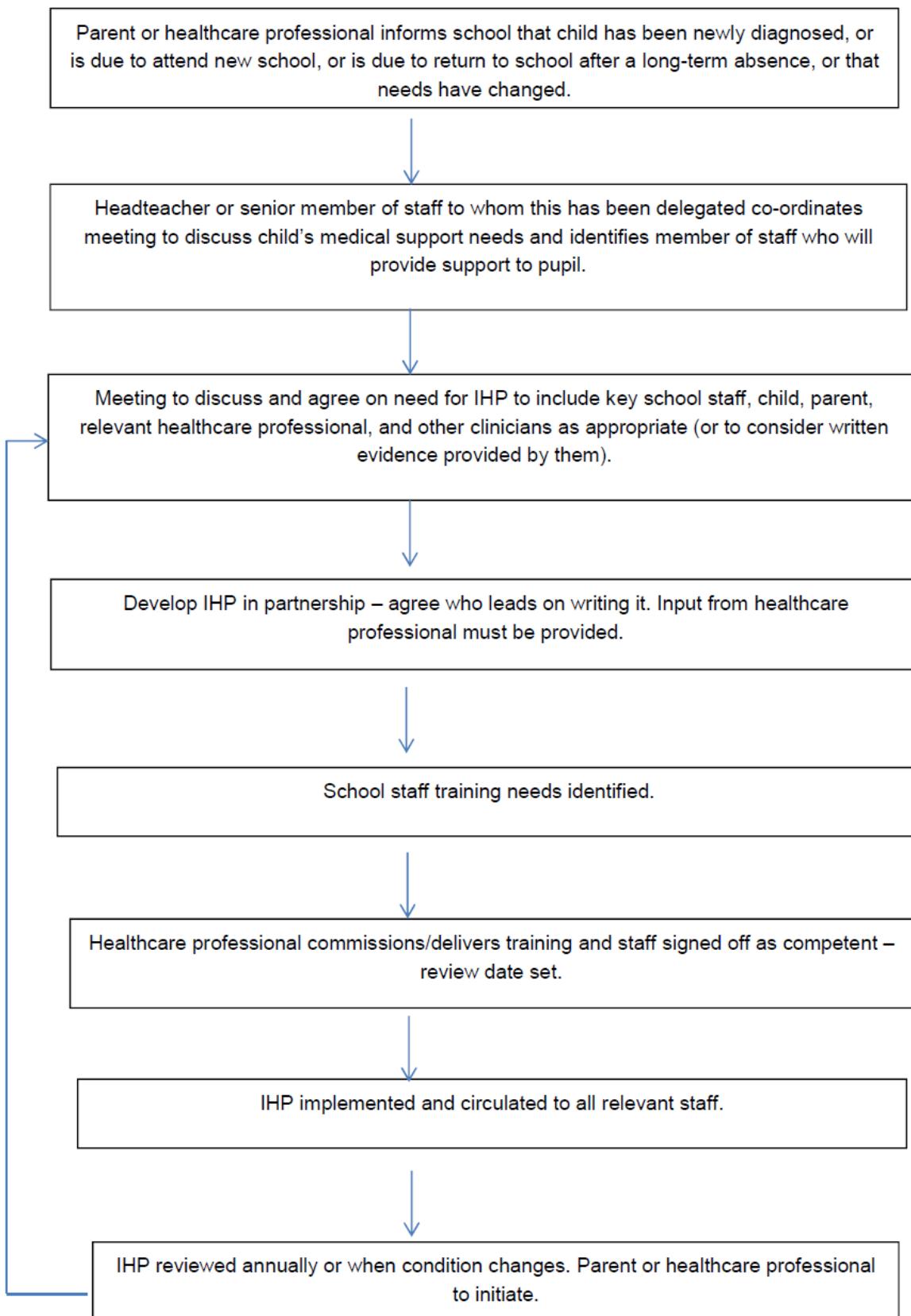
## 16.0 Links to other policies

This policy should be read in conjunction with the following school policies:

- Administration of medicines
- Health and Safety
- First Aid
- Safeguarding
- Educational Visits
- Complaints



## Appendix 1: Model Process for Developing IHPs



## Appendix 2: Letter inviting parent/carer to contribute to an IHP

Dear Parent/Carer

***Re. Developing an individual healthcare plan for [child's name]***

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

An individual healthcare plan (IHC) may need to be prepared, setting out what support [child's name] needs and how this will be provided. IHCs are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on [child's name]'s case. The aim is to ensure that we know how to support [child's name] effectively and to provide clarity about what needs to be done, when and by whom. Although IHCs are likely to be helpful in the majority of cases, it is possible that [child's name] will not require one. We will need to consider how [child's name]'s medical condition impacts on his/her ability to participate fully in school life, and the level of detail within the plan will depend on the complexity of [child's name]'s condition and the degree of support needed.

A meeting to start the process of developing [child's name]'s IHC has been scheduled for [date]. 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. Please 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 IHC template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you to contact me [them] by email or telephone if this would be helpful.

Yours sincerely

## Appendix 3: Child's Individual Healthcare Plan

### INDIVIDUAL HEALTHCARE PLAN

Name of school/setting

|                                |
|--------------------------------|
| Name of school/setting         |
| Child's name                   |
| Group/class/form               |
| Date of birth                  |
| Child's address                |
| Medical diagnosis or condition |
| Date                           |
| Review date                    |

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

#### Family Contact Information

Name

|                       |
|-----------------------|
| Name                  |
| Relationship to child |
| Phone no. (work)      |
| (home)                |
| (mobile)              |
| Name                  |
| Relationship to child |
| Phone no. (work)      |
| (home)                |
| (mobile)              |

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

#### Clinic/Hospital Contact

Name

|           |
|-----------|
| Name      |
| Phone no. |

Phone no.

#### G.P.

Name

|           |
|-----------|
| Name      |
| Phone no. |

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:**

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

**Symptoms:**

.

**Medication:**

**Daily care requirements:**

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

**Arrangements for school visits/trips:**

**Other information:**

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

**Who is responsible in an emergency:**

**Plan developed with:**

**Staff training needed/undertaken – who, what, when:**

**Form copied to:**

**List of attachments (where relevant):**

## Appendix 4: Medical Update Form

|               |  |
|---------------|--|
| Pupil name    |  |
| Date of birth |  |
|               |  |