

Supporting Pupils with Medical Conditions Policy

Kesteven and Grantham Girls' School



Approved by:	Welfare	Date: September 2025
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1. Aims

This policy aims to ensure that:

- › Pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- › Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- › Making sure sufficient staff are suitably trained
- › Making staff aware of pupils' conditions, where appropriate
- › Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- › Developing and monitoring Professional Health Care plans (PCPs) and School Medical Information Forms (SMIFs) see Appendix 1

2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher will:

- › Make sure all staff are aware of this policy and understand their role in its implementation
- › Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all professional healthcare plans (PCPs) and SMIFs, including in contingency and emergency situations
- › Ensure that all staff who need to know are aware of a child's condition
- › Take overall responsibility for the development of PCPs and SMIFs
- › Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- › Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents/carers

Parents/carers will:

- › Provide the school with sufficient and up-to-date information about their child's medical needs
- › Be involved in the development and review of their child's IHP and may be involved in its drafting
- › Carry out any action they have agreed to as part of the implementation of the PCP and SMIF, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their PCPs and SMIFs. They are also expected to comply with their PCPs and SMIFs.

3.6 Healthcare professionals

Healthcare professionals, such as GPs and paediatricians, will liaise with the school and notify them of any pupils identified as having a medical condition. They will also provide advice on developing PCPs where applicable.

4. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an PCP/SMIF.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 2.

6. School Medical Information Forms (SMIFs)

The headteacher has overall responsibility for the development of SMIFs for pupils with medical conditions. This has been delegated to Pastoral.

Plans will be reviewed annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an SMIF or PCP.

A SMIF will be drawn up in partnership with the school, parents/carers who can best advise on the pupil's specific needs. The pupil will be involved when appropriate.

PCPs could be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEND department will be mentioned in the PCP.

Refer to Appendix 1 for what information may be included in a SMIF.

7. Managing medicines

Prescription and non-prescription medicines will only be stored in school when they have been provided by the parents/carers and we have received their consent. The consent form will be stored on Medical tracker and with the medication. See Appendix 3

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Medication will be taken in pastoral and then parents/carers will be informed via Medical Tracker.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines must be stored safely and not carried by pupils. Pupils will be informed about where their medicines are at all times and be able to access them from pastoral. Devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are the responsibility of the student and should be carried with them at all times. School will, however, store any additional devices provided by parents/carers.

Medicines will be either returned to parents/carers or safely disposed of when no longer required. No medication will be kept by the school over the summer break.

School staff should use their discretion and judge each case individually with reference to the pupil's PCP/SMIF, but it is generally not acceptable to:

- › Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- › Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their SMIFs
- › Penalise pupils 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
- › Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' PCPs/SMIFs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of PCPs/SMIFs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

When necessary, the relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the school. Training will be kept up to date.

All staff will be made aware of this policy so that they are aware and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs.

10. Record keeping

Records are kept of all medicine administered to pupils on Medical Tracker. Parents/carers will be informed if their pupil has been unwell at school.

PCPs and SMIFs are readily accessible to staff who need them.

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are kept in the Finance department. We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should follow the school's normal complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every 2 years.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

15. Configuration History

Audit trail of change

Version	Date	Reason for Change
1.0	January 2015	New Policy
1.1	January 2017	Policy Review
2.0	January 2019	Policy Review
3.0	January 2021	Policy Review
4.0	January 2023	Policy Review
5.0	September 2025	Policy Review - New Policy from The Key

Authorisation

Name	Date	Signature
Mrs J Blatherwick	September 2025	

16.1 Appendix 1

School Medical Information Form



Name of student:	
Date of birth:	
Medical diagnosis or conditions:	
Medication currently prescribed:	
Describe medical needs and give details of student's symptoms and triggers:	
Name of medication, dose, method of administration, when to be taken, side effects, contraindications	
What constitutes an emergency and the action to be taken if this occurs:	
Daily medical care requirements	
Arrangements for school visits: (please also state any specific needs for residential visits)	
Does your child have a Health care plan written by a health care professional?	
Parent/carer agreements	I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes individual emergency services) I understand that I must notify the school of any changed in writing.
Signed:	
Print name:	
Date:	

16.2 Appendix 2

1. School advised of a new or changed medical condition
2. Microsoft Form sent to parents/carers for completion and return
3. Completed Microsoft Form and any other forwarded information (eg PCP provided by a medical professional) reviewed by Pastoral / Head of Year. If sufficient information BromCom is updated and relevant staff advised
4. If further information is needed a SMIF is sent to parents/carers for completion. Once returned BromCom is updated and relevant staff advised
5. If any training needs are identified, appropriated training will be arranged and delivered
6. During each school year all parents/carers will be asked to complete the Microsoft Form in point one above. This is to ensure all the medical information we hold is up to date

16.3 Appendix 3

Parental Consent form for School to Administer Medicine



The school will NOT give your child medication unless this form is completed in full, signed and dated by parent/carer. A separate form is required for each medication. Please note that prescription medication must have a recent pharmacy label showing the pupil's name, the name of the medication, dose and frequency, along with the expiry date of the medication. Over the counter (OTC) and general sale list (GSL) medication need to be in their original packaging, with the manufacturer's guidance on the dose, frequency, and the expiry date also visible and clearly labelled with the student's name.

Name of student	
Date of Birth	
Medical condition or illness	

Medicine

Name of medicine	
Expiry date	
Dosage and method	
Timing	
Special precautions and instructions	
Side effects	
Self-administration YES/NO	
Procedures in the event of an emergency	

Contact details

I understand that I must arrange for the medication to be delivered to the school office WITH THIS FORM. I understand that I must notify the academy of any changes to the above in writing. I understand that it is my responsibility to collect and dispose of any leftover medication.

Name	
Telephone number	
Relationship to pupil	
Signature and date	

