Grangetown Primary School

Supporting pupils with medical conditions Policy

Author	Grangetown Primary SLT
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Summary

On 1 September 2014 a new duty came into force. 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. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.

- ✓ Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- ✓ Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- ✓ Governing bodies should 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.

This policy should be read alongside the school's separate Allergy Safety Policy, which has been developed in accordance with section 100A of the Children and Families Act 2014, as amended by the Children's Wellbeing and Schools Act 2026 (Benedict's Law). The school recognises its responsibility to identify and manage medical needs, including allergies and the risk of anaphylaxis. Arrangements will be informed by the Department for Education's statutory guidance, *Allergy Safety in Schools* (July 2026), and the statutory guidance *Supporting Pupils with Medical Conditions at School*. The school is committed to ensuring that pupils with medical conditions can access education safely, confidently and without unnecessary barriers to participation.

Introduction

The staff and Governors of Grangetown Primary School are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs.

This policy has been developed with regard to the Department for Education's statutory guidance, Supporting Pupils with Medical Conditions at School, and should be read alongside the school's Allergy Safety Policy and the DfE's Allergy Safety in Schools statutory guidance (July 2026).

In making our arrangements, Grangetown Primary School has taken into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. We therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

Some children with medical conditions may be disabled. Where this is the case Grangetown Primary School will comply with our duties under the Equality Act 2010. Some children 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.

Grangetown Primary School ensures that our arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. Our arrangements show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We also ensure that staff are properly trained to provide the support that pupils need.

Grangetown Primary School will ensure that the arrangements put in place are sufficient to meet our statutory responsibilities and we ensure that policies, plans, procedures and systems will be properly and effectively implemented. They will also be reviewed regularly and be readily accessible to parents (on the school website) and school staff.

Named persons and responsibilities

Supporting pupils with medical conditions is a shared responsibility. The Headteacher has overall responsibility for ensuring that this policy is implemented effectively and that appropriate arrangements are in place to support pupils with medical conditions. The school will work in partnership with pupils, parents/carers, healthcare professionals, Steel River Academy Trust and other relevant agencies.

Steel River Academy Trust
The Trust is responsible for ensuring that:

- Arrangements are in place to support pupils with medical conditions in school.
- The school has an appropriate policy which is implemented effectively and reviewed regularly.
- Sufficient staff are suitably trained and competent to support pupils with medical conditions.
- Appropriate insurance arrangements are in place for staff undertaking duties associated with supporting pupils' medical needs.

The Headteacher – Charlotte Mott
The Headteacher is responsible for:

- Ensuring this policy is developed, implemented and reviewed.
- Ensuring all staff are aware of the policy and understand their responsibilities.
- Ensuring sufficient trained staff are available to support pupils, including appropriate arrangements for staff absence and emergencies.
- Ensuring staff have access to relevant information, guidance and training.
- Ensuring appropriate arrangements are in place for the safe storage, administration and monitoring of medication.
- Ensuring the school's medical needs arrangements are monitored and reviewed.

Admin Support - Rachel Green
The School Medical Officer is responsible for coordinating the day-to-day arrangements for pupils with medical conditions, working closely with the Headteacher and relevant healthcare professionals. This includes:

- Liaising with parents/carers to obtain up-to-date information about pupils' medical needs.
- Coordinating the development and review of Individual Healthcare Plans (IHPs), in consultation with parents/carers, pupils and relevant healthcare professionals.
- Maintaining accurate and up-to-date records of pupils' medical conditions and support arrangements.
- Ensuring relevant staff are made aware of pupils' medical needs and the arrangements in place to support them.
- Monitoring medication and medical equipment, including expiry dates and replacement requirements.
- Coordinating staff training and maintaining records of training and competency.
- Liaising with the school nursing team and other healthcare professionals to obtain advice and support where required.
- Ensuring appropriate arrangements are considered for educational visits, activities and other aspects of school life.

The designated Allergy Safety Lead – John Vickers
The designated Allergy Safety Lead is responsible for overseeing the implementation of the school's separate Allergy Safety Policy. This includes:

- Coordinating arrangements for identifying and supporting pupils with allergies.
- Ensuring allergy information and Individual Healthcare Plans are kept up to date.
- Overseeing arrangements for spare adrenaline auto-injectors, including storage, accessibility and expiry-date checks.
- Ensuring staff receive appropriate annual allergy awareness and emergency response training.
- Ensuring allergy risks are considered during school activities, catering arrangements, educational visits and extracurricular provision.
- Reviewing allergy-related incidents and near misses and identifying any necessary improvements.

All school staff
All staff are responsible for:

- Understanding this policy and knowing how it applies to their role.
- Being aware of pupils in their care who have medical conditions and understanding the support they may require.
- Knowing what action to take if a pupil becomes unwell or requires medical assistance.
- Attending relevant training and following Individual Healthcare Plans and agreed procedures.
- Ensuring pupils are not unnecessarily prevented from participating in any aspect of school life because of their medical condition.

- Reporting any concerns, changes in a pupil's condition, medication issues or incidents to the appropriate member of staff.

Staff will not be required to administer medication or undertake healthcare procedures unless they have agreed to do so and have received appropriate training and achieved the necessary level of competency.

Parents and carers
Parents/carers are responsible for:

- Providing the school with accurate and up-to-date information about their child's medical condition.
- Providing prescribed medication and equipment required to support their child, ensuring that it is in date and replaced when necessary.
- Participating in the development and review of their child's Individual Healthcare Plan.
- Informing the school of any changes to their child's medical condition, treatment or medication.
- Providing updated medical advice or action plans where appropriate.

Pupils
Pupils will be encouraged, where appropriate to their age and level of understanding, to participate in decisions about their medical support and to take increasing responsibility for managing their own condition where they are able to do so.

Healthcare professionals
Healthcare professionals, including the school nursing team and relevant specialist services, will be involved where appropriate in providing advice, supporting the development and review of Individual Healthcare Plans, and identifying and delivering any necessary staff training.

Procedures to follow when school is notified that a child has a medical condition

Grangetown Primary School does not always wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

When the school is notified that a pupil has a medical condition, the following arrangements will be considered:

1. The parent/carer will be contacted to obtain relevant information about the pupil's condition, treatment, medication and support requirements.
2. Where appropriate, advice will be sought from the school nursing team or the relevant healthcare professional.

3. The school will assess the level of support required, including any risks to the pupil's health, safety, learning and participation in school life.
4. An Individual Healthcare Plan will be developed where the pupil's needs require specific arrangements to be documented.
5. Staff who need to know about the pupil's condition and the arrangements for supporting them will be informed.
6. Any necessary staff training, medication arrangements and emergency procedures will be established before the pupil requires that support.
7. Arrangements will be reviewed whenever the pupil's needs change and at appropriate intervals.

Where a pupil's needs are not yet fully understood or a diagnosis is pending, the school will work with parents and relevant professionals to put proportionate interim arrangements in place.

Individual Healthcare Plans

At Grangetown Primary School we develop Individual Healthcare Plans with the child's best interests in mind and ensure that we assess and manage risks to the child's education, health and social well-being and minimises disruption. They will be reviewed annually or earlier if evidence is presented that the child's needs have changed.

Not all pupils with a medical condition will require an Individual Healthcare Plan.

The school will assess each pupil's individual needs and determine whether a written plan is required to ensure that appropriate support arrangements are clearly understood and implemented.

This decision will be made in consultation with the pupil, parents/carers and, where appropriate, relevant healthcare professionals. A formal multi-agency meeting will not be required in every case and the school may use written medical advice and other relevant information to inform its decision.

Any pupil whose allergy requires the school to put specific supportive arrangements in place will have these arrangements documented within an Individual Healthcare Plan, in accordance with the DfE's Allergy Safety in Schools guidance.

If a child does require an Individual Healthcare Plan it will include the following -

- ✓ 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 eg crowded corridors, travel time between lessons;

- ✓ Specific support for the pupil's educational, social and emotional needs – for example, 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;

- ✓ The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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; and cover arrangements for when they are 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 Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;

- ✓ 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, eg risk assessments;

- ✓ Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and

- ✓ 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 individual healthcare plan.

Individual Healthcare Plans will be developed in collaboration with the pupil, parents/carers and relevant healthcare professionals, taking account of the pupil's individual needs and the arrangements required to support them safely in school.
The school will ensure that the most up-to-date clinical advice is used and that relevant staff can access the information they need to support the pupil.

The IHP will identify:

- The healthcare professional or service providing the clinical advice and the date it was issued.
- The most recent healthcare professional care plan or action plan, including any Allergy Action Plan or Asthma Action Plan, which will be clearly referenced within the IHP.
- The medication or medical equipment required and where it is stored.

- The staff responsible for providing support and any required training.
- Arrangements for staff absence, changes in staffing and emergency cover.
- The actions required in an emergency, including when to call 999.
- Any reasonable adjustments required to enable the pupil to participate fully in school life.

Plans will be reviewed at least annually, and sooner where there is a change in the pupil's condition, treatment, medication, support arrangements or following a significant incident.

Suspected anaphylaxis
Anaphylaxis is a life-threatening medical emergency. Where anaphylaxis is suspected, staff must act immediately and follow the pupil's Allergy Action Plan and the school's Allergy Safety Policy.

- Administer the pupil's prescribed adrenaline device as soon as possible, within five minutes. If the prescribed device is unavailable, a suitable spare adrenaline device may be used in accordance with the school's procedures and staff training.
- Call 999 immediately and request an ambulance. Do not delay the administration of adrenaline while waiting for emergency services or parental contact.
- Bring help and medication to the pupil. Do not allow the pupil to stand or walk around.
- If there is no improvement after five minutes, administer a further dose of adrenaline if available, following the emergency guidance and the pupil's action plan.
- Remain with the pupil, monitor their condition and follow the instructions provided by the emergency services.

All staff must know how to summon help, locate emergency medication and follow the school's emergency procedures.

Staff training

Staff who are required to support pupils with medical conditions will receive suitable training before taking on responsibility for administering medication or undertaking healthcare procedures.

Training requirements will be identified during the development or review of the pupil's Individual Healthcare Plan, in consultation with relevant healthcare professionals. Training will be appropriate to the specific medical condition, the support required and the responsibilities being undertaken by individual staff members.

Staff must achieve the necessary level of competency before providing the agreed support. Refresher training will be arranged when required, including where a pupil's

needs or treatment change. A first-aid certificate alone does not constitute appropriate training in supporting pupils with medical conditions.

The school will maintain records of training completed, staff competency and refresher training requirements.

All staff will receive appropriate awareness training in supporting pupils with medical conditions. This will include an understanding of the school's medical conditions and allergy safety policies, their responsibilities and the procedures to follow in an emergency.

All staff, including permanent, temporary, supply, agency, regular volunteers, staff who supervise pupils at breakfast clubs and after-school clubs. peripatetic and relevant catering staff, will receive annual allergy awareness and emergency response training. This will include:

- Recognising the signs and symptoms of an allergic reaction and anaphylaxis.
- Understanding the difference between food allergy, food intolerance and coeliac disease.
- Understanding common allergens and how exposure can occur.
- Knowing how to respond promptly to a suspected allergic reaction.
- Knowing how and when to administer an adrenaline auto-injector.
- Knowing the location and arrangements for accessing spare emergency adrenaline auto-injectors.
- Understanding the importance of calling 999 and following the pupil's Allergy Action Plan.
- Knowing how to locate and access the pupil's prescribed asthma reliever inhaler and other emergency medication where relevant.

Staff who are required to administer medication or undertake specific healthcare procedures will receive additional condition-specific training before taking on that responsibility. Their competence will be confirmed and recorded, with refresher training arranged when necessary or when a pupil's needs change.

The school will maintain records of training completed, staff competence and refresher training requirements.

Awareness and sharing of medical information.

Relevant medical information will be shared with staff on a need-to-know basis to ensure that pupils receive appropriate support and that staff can respond effectively in an emergency.

Staff who work directly with a pupil will be made aware of the pupil's medical needs, relevant triggers, medication, emergency procedures and any reasonable adjustments required.

Supply staff, temporary staff, lunchtime supervisors, breakfast and after-school club staff and other relevant adults will have access to the information necessary to support pupils safely.

Medical information will be handled sensitively and confidentially, in accordance with the school's data protection arrangements. Confidentiality will not prevent essential information being shared with staff who need it to protect a pupil's health and safety.

New staff, supply staff and relevant temporary staff will receive appropriate information about pupils' medical needs and the school's procedures as part of their induction, before undertaking duties where they may be responsible for supporting those pupils.

The child's role in managing their own medical needs

After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within their individual healthcare plans. Wherever possible, children will be allowed to carry their own medicines and relevant devices or will 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 will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Day trips, residential visits and sporting activities

Grangetown Primary School is committed to ensuring that pupils with medical conditions are able to participate fully in educational visits, residential visits, sporting activities and all other aspects of school life.
A pupil's medical condition will not, in itself, be a reason to prevent them from taking part in an activity or educational visit. The school will consider reasonable adjustments and make appropriate arrangements to enable pupils to participate safely and confidently.

Before an educational visit or activity, the school will:

- Review the pupil's Individual Healthcare Plan and any relevant medical or emergency action plans.
- Consult with parents/carers and, where appropriate, healthcare professionals about any additional support required.
- Consider any additional risks associated with the activity, location, transport, accommodation, food provision or environment.
- Ensure that required medication and medical equipment accompany the pupil and remain readily accessible.
- Confirm that appropriately trained staff are available to provide the necessary support, including in an emergency.
- Ensure that arrangements are in place for medication administration and emergency response throughout the activity.
- Consider how the pupil's medical needs will be managed during transport, meals, physical activities and periods away from the main group.

For residential visits, additional consideration will be given to overnight medication, storage arrangements, supervision and access to emergency support.
Where a pupil is at risk of anaphylaxis, the arrangements in the school's Allergy Safety Policy must also be followed. The pupil's prescribed adrenaline devices must accompany them, and appropriately trained staff must be available to respond to an emergency.
The school will work with parents/carers and relevant professionals to overcome barriers to participation wherever possible. Parents/carers will not routinely be expected to accompany their child solely because of their medical condition.

Allergy safety and anaphylaxis

Grangetown Primary School recognises that allergies can be serious and, in some cases, life-threatening. The school is committed to providing a safe and inclusive environment for pupils with allergies and reducing the risk of exposure to known allergens.
The school has a separate Allergy Safety Policy which sets out the arrangements for identifying, supporting and managing pupils with allergies, including those at risk of anaphylaxis.

The Allergy Safety Policy covers:

- Identifying pupils with allergies and recording relevant medical information.
- Developing and reviewing Individual Healthcare Plans and Allergy Action Plans.
- Reducing the risk of exposure to known allergens throughout the school day, including during food provision, classroom activities, educational visits and extracurricular activities.
- Ensuring prescribed adrenaline devices are available and accessible to pupils who require them.
- Arrangements for obtaining, storing, checking and replacing spare emergency adrenaline auto-injectors.
- Providing regular allergy awareness and emergency response training for staff.

- Responding to allergic reactions and suspected anaphylaxis.
- Recording, reporting and reviewing serious incidents and near misses.
- Promoting the wellbeing, inclusion and participation of pupils with allergies.

The school will ensure that its Allergy Safety Policy is published on the school website, made known to staff and parents/carers, and brought to the attention of pupils, parents/carers and staff at least annually.
The Allergy Safety Policy will be reviewed at least annually and following any significant incident where changes to the school's arrangements may be necessary.

Managing medication on the school site

Grangetown Primary School recognises that some pupils require medication during the school day to manage their medical condition. The school will make appropriate arrangements to support pupils who require medication, ensuring that they can access their education safely and participate fully in school life.

General arrangements

- Medication should only be administered during the school day when it would be detrimental to a pupil's health or school attendance not to do so.
- Wherever clinically possible, parents/carers should discuss with the prescribing healthcare professional whether medication can be prescribed at times that fall outside the school day.
- No pupil under the age of 16 will be given prescription or non-prescription medication without written parental consent, except in exceptional circumstances where medication has been prescribed without the parent's knowledge. In such circumstances, every effort will be made to encourage the pupil to involve their parent/carer, while respecting their right to confidentiality.
- Non-prescription medication will only be administered where this has been agreed by the school and is in accordance with the school's agreed procedures.
- Medication containing aspirin will not be administered to a pupil under 16 unless prescribed by a doctor.
- Before administering medication, staff will check the pupil's identity, the medication, prescribed dose, timing and instructions, and when the previous dose was taken.
- Medication will only be administered in accordance with the prescriber's instructions and any relevant Individual Healthcare Plan.

Receipt and storage of medication

- The school will only accept prescribed medication that is in date, clearly labelled with the pupil's name and provided in its original container as dispensed by a pharmacist, with instructions for administration, dosage and storage. Insulin may be supplied in an insulin pen or pump, provided it is in date and appropriately labelled.

- Non-prescription medication must be supplied in its original packaging, clearly identifiable and in date. It will only be accepted where written parental consent has been provided and the school has agreed to its administration. Staff must follow the manufacturer's instructions and any agreed arrangements.
- Parents/carers are responsible for supplying medication and ensuring that it is replaced before it expires or runs out.
- All medication will be stored safely and in accordance with the manufacturer's instructions, including any requirements for refrigeration.
- Medication will be stored in a location that is accessible to authorised staff and, where appropriate, pupils who need to manage their own medication.
- Emergency medication, including inhalers, adrenaline auto-injectors and other prescribed emergency devices, must be readily accessible and must not be locked away where this could delay treatment.
- Pupils should know where their medication is kept and how to access it promptly. Where medication is held in a secure location, arrangements must ensure that access is not delayed in an emergency.
- Medication will be available to pupils whenever required, including during lessons, breaktimes, lunchtime, physical education and educational visits.

Administration of medication

- Medication will only be administered by staff who have agreed to undertake this responsibility and have received appropriate information and training where required.
- Staff will follow the prescribed instructions and the pupil's Individual Healthcare Plan, where one is in place.
- A pupil who is competent to manage their own medication may be permitted to do so following discussion with their parent/carer and, where appropriate, advice from a healthcare professional. The level of independence and any necessary supervision will be recorded in the Individual Healthcare Plan.
- Staff will not force a pupil to take medication or undertake a medical procedure. If a pupil refuses, staff will follow the arrangements set out in their Individual Healthcare Plan, inform the parent/carer and seek medical advice where necessary.
- Where a pupil has been prescribed a controlled drug, it will be stored securely in accordance with the relevant guidance, with access limited to authorised staff. It must remain readily accessible in an emergency. A record will be maintained of doses administered and the quantity held in school.
- Staff will not administer medication where they are uncertain about the correct dose or instructions. They will seek advice from the appropriate healthcare professional or parent/carer as necessary.

Recording and monitoring medication

- A written record will be maintained whenever medication is administered by a member of staff. This will include the pupil's name, medication, dose, date, time and the name of the member of staff administering it.
- Any refusal of medication, missed dose, administration error or adverse reaction will be recorded and reported promptly to the parent/carer and the designated senior leader. Where a medication error or adverse reaction occurs, appropriate medical advice will be sought immediately where necessary, and any further action will be taken in accordance with professional advice.
- Medication and medical equipment will be checked regularly to ensure that they remain in date, are in good condition and are available when required.
- Parents/carers will be contacted when medication is approaching its expiry date or when replacement supplies are required.
- Medication that is no longer required will be returned to parents/carers for safe disposal. Sharps and needles must be disposed of using an appropriate sharps container and clinical waste arrangements.

These arrangements also apply to medication required during educational visits, residential visits and activities outside the normal school day.

Emergency procedures

Grangetown Primary School will ensure that appropriate arrangements are in place to respond to medical emergencies. These arrangements will take account of pupils' individual medical needs and any emergency procedures identified within their Individual Healthcare Plans.
Where a pupil becomes unwell or experiences a medical emergency, staff must act promptly and follow the relevant Individual Healthcare Plan, healthcare professional's instructions and the school's emergency procedures.

In an emergency:

- Staff must seek immediate assistance and ensure that the pupil is not left alone.
- The pupil's Individual Healthcare Plan and any relevant emergency action plan must be followed.
- Prescribed emergency medication must be administered in accordance with the pupil's plan and the training received by staff.
- Where the pupil's condition is serious, life-threatening or requires urgent medical attention, staff must call 999 without delay.
- Parents/carers must be contacted as soon as practicable. Contacting parents must never delay emergency treatment.
- A member of staff will remain with the pupil and provide appropriate support until further assistance arrives.
- If a pupil is taken to hospital by ambulance, a member of staff will accompany them where appropriate and remain until the parent/carer arrives, unless other arrangements are agreed with the emergency services.
- Relevant medical information, the pupil's healthcare plan and medication will accompany the pupil where possible.

- The incident will be recorded and reported to the appropriate senior leader and parent/carer.
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Where a pupil's medical condition requires specific emergency treatment, the arrangements must be clearly documented within their Individual Healthcare Plan. Staff who may be required to respond must know where to find this information and what action they are expected to take.
Following a medical emergency, the school will review the circumstances, consider whether the existing arrangements were effective and update the Individual Healthcare Plan or risk assessment where necessary.

Unacceptable practice

Grangetown Primary School is committed to ensuring that pupils with medical conditions are supported appropriately and are not disadvantaged because of their medical needs.

The following are examples of unacceptable practice:

- Preventing pupils from easily accessing their prescribed medication or medical equipment when and where it is needed.
- Assuming that every pupil with the same medical condition requires the same treatment or support.
- Ignoring the views of pupils or their parents/carers, or disregarding relevant medical evidence or professional advice without appropriate consideration.
- Sending pupils with medical conditions home frequently or preventing them from participating in normal school activities, including lunchtime provision, unless this is specifically required by their Individual Healthcare Plan.
- Sending an unwell pupil to the school office or medical room unaccompanied or with someone unsuitable.
- Penalising pupils for absences that are directly related to their medical condition, including hospital appointments and treatment.
- Preventing pupils from eating, drinking or taking toilet or other breaks when necessary to manage their medical condition.
- Requiring parents/carers, or making them feel obliged, to attend school to administer medication or provide medical support that the school should appropriately arrange.
- Preventing pupils from participating in educational visits, sporting activities or other aspects of school life solely because of their medical condition.
- Requiring parents/carers to accompany their child on educational visits as a routine condition of participation because of their medical needs.
- Failing to put appropriate support arrangements in place while waiting for a formal diagnosis, where there is sufficient information to identify and respond to the pupil's needs.
- Failing to ensure that relevant staff know what action to take when a pupil requires medical assistance.

The school will consider each pupil's individual needs and make reasonable adjustments to ensure that they are supported safely, sensitively and without unnecessary barriers to their education.

Complaints

Grangetown Primary School aims to work in partnership with pupils and their parents/carers to ensure that appropriate support is provided for pupils with medical conditions.

Where a parent/carer or pupil is dissatisfied with the support being provided, they should initially raise their concerns with the Headteacher or the senior leader responsible for coordinating medical needs.

The school will listen to concerns, investigate the issues raised and work with the family and relevant professionals to resolve them wherever possible.

Where concerns cannot be resolved informally, a formal complaint may be made in accordance with the school's Complaints Policy.

Concerns may relate to delays in putting appropriate arrangements in place, failure to follow an Individual Healthcare Plan, medication arrangements, staff training or the support provided during the school day or educational activities.

Complaints relating to allergy safety arrangements, including serious incidents or near misses, will also be considered in accordance with the school's Allergy Safety Policy and Complaints Policy.

Liability and indemnity

Steel River Academy Trust will ensure that appropriate insurance arrangements are in place to cover staff who undertake agreed responsibilities in supporting pupils with medical conditions, including the administration of medication and healthcare procedures where these form part of their role.

Staff will be provided with appropriate information, instruction and training and will be expected to follow the school's policy, relevant Individual Healthcare Plans and agreed procedures.

Any concerns regarding insurance cover or the responsibilities being undertaken by staff will be referred to the Headteacher and the Trust.

Monitoring, review and evaluation

The Headteacher and designated senior leader responsible for medical conditions will monitor the implementation of this policy to ensure that pupils receive appropriate support.

This will include:

- Monitoring the development and review of Individual Healthcare Plans.
- Checking that medication and medical equipment are appropriately stored, accessible and in date.
- Reviewing staff training records and ensuring that appropriate training and competency arrangements are maintained.
- Checking that appropriate arrangements are in place for educational visits and activities.
- Reviewing medical incidents, medication errors and concerns raised by pupils, parents/carers or staff.
- Seeking feedback from pupils and parents/carers about the support provided.

This policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance, school arrangements or individual medical needs.
The separate Allergy Safety Policy will be reviewed at least annually, in accordance with the statutory requirements, and following any significant allergy-related incident where changes to arrangements may be required.

Appendix 1 – Sharps and needlestick injuries

1. Purpose

Grangetown Primary School is committed to protecting pupils, staff and visitors from the risks associated with discarded sharps and needlestick injuries.

This procedure sets out the actions to be taken when a discarded sharp is found on the school premises and the immediate response required following a sharps injury.

2. Finding a discarded sharp

Any member of staff or pupil discovering a discarded needle, syringe or other potentially contaminated sharp must not touch, move or attempt to dispose of it.

The following procedure must be followed:

- Keep pupils and other individuals away from the area.
- Do not touch, pick up or attempt to move the sharp.
- Inform a member of the Senior Leadership Team or the designated responsible person immediately.
- Ensure that the area remains isolated until appropriate arrangements have been made.
- Contact the Local Authority or an appropriately authorised clinical waste contractor to arrange safe collection and disposal.
- Record the incident, including the location and action taken, in accordance with the school's incident reporting procedures.

Pupils must never be asked to retrieve, guard or handle discarded sharps.

This provision applies only to the planned use of medical sharps as part of an authorised healthcare activity. It does not permit staff to handle discarded or unidentified sharps found on the school premises. Such items must be isolated and collected by the Local Authority or an appropriately authorised clinical waste contractor.

3. Safe use and disposal of medical sharps

Where medical sharps are required as part of a pupil's medical care, arrangements must be included in the pupil's Individual Healthcare Plan where appropriate.

- Used needles and other sharps must be placed directly into an approved sharps container immediately after use.
- Sharps must never be re-sheathed or passed from hand to hand.
- Sharps containers must be kept secure, out of reach of pupils and away from areas where they may be accidentally accessed.
- Containers must not be filled beyond the manufacturer's indicated fill line.
- Full containers must be sealed and collected by an authorised clinical waste contractor.
- Staff responsible for handling medical sharps must receive appropriate training and follow the agreed procedures.

4. Response to a sharps injury

If a pupil or member of staff sustains a needlestick or sharps injury, the following actions must be taken immediately:

- Encourage the wound to bleed gently under running water.
- Wash the wound thoroughly with soap and running water.
- Do not scrub the wound or suck it.
- Dry the wound and cover it with a waterproof dressing.
- Seek immediate medical advice from an appropriate healthcare provider or Accident and Emergency department.
- Inform the Headteacher or designated senior leader.
- Record the incident in accordance with the school's accident and incident reporting procedures.
- Ensure that any recommended follow-up medical advice, testing or treatment is obtained.

Where a member of staff sustains a work-related sharps injury, the school will consider whether the incident meets the reporting requirements under RIDDOR.

5. Monitoring and review

The school will ensure that appropriate arrangements are in place for the safe management of sharps, including the availability of suitable disposal equipment where medical sharps are used.

This procedure will be reviewed annually and following any significant incident to ensure that appropriate control measures remain effective.