



All Semley CE VA School policies apply to year R to 6 inclusively or Semley CE VA School Staff	
Name of Policy	Supporting Pupils with Medical Needs
Agreed by the Governing Body	September 2026
Policy published (including on website)	September 2026
Latest revision	September 2026
Next review (date)	September 2028

Rooted and Growing in Love:

A culture of kindness in which all can flourish.

(Ephesians 3 & 4)

1. Aims

At Semley CE VA Primary School, we are committed to ensuring that all pupils with medical conditions are fully supported to access education and achieve their potential.

We aim to:

- Ensure pupils with medical conditions can access and enjoy the same opportunities as any other child
- Provide a safe, inclusive and supportive environment
- Ensure staff are confident and competent in supporting medical needs
- Work in partnership with parents, carers and health professionals

Our approach reflects both statutory guidance and Wiltshire Local Authority expectations.

2. Legal Framework

This policy is based on:

- Children and Families Act 2014
- Equality Act 2010
- Department for Education statutory guidance: *Supporting pupils at school with medical conditions*
- Wiltshire Local Authority guidance

The school recognises its duty to make arrangements to support pupils with medical conditions and ensure they are not disadvantaged.

3. Principles

- No pupil will be denied access to education because of a medical condition
- Pupils will be supported to manage their own needs where appropriate
- Provision will be inclusive, flexible and responsive
- Support will be tailored to individual needs
- The child's voice will be considered where appropriate

4. Roles and Responsibilities

Governing Body

The governing body will:

- Ensure this policy is implemented effectively
- Ensure appropriate insurance arrangements are in place
- Monitor provision and compliance

Headteacher

The Headteacher will:

- Take overall responsibility for implementation of this policy
- Ensure staff receive appropriate training
- Ensure sufficient staff are available to support pupils
- Ensure Individual Healthcare Plans are in place where required

Staff

School staff will:

- Support pupils with medical conditions in line with training
- Follow agreed procedures and healthcare plans
- Undertake training where required
- Act appropriately in emergencies

Staff are not required to administer medication but may volunteer to do so.

Parents/Carers

Parents and carers will:

- Provide up-to-date medical information
- Provide medication in the correct format
- Work in partnership with the school
- Inform the school of any changes to medical needs

Healthcare Professionals

Healthcare professionals will:

- Provide advice and guidance
- Support the development of Individual Healthcare Plans
- Deliver training where appropriate

5. Individual Healthcare Plans (IHPs)

Individual Healthcare Plans will be developed for pupils with significant or long-term medical needs.

Plans will include:

- Details of the medical condition
- Symptoms, triggers and treatments
- Medication and dosage
- Emergency procedures
- Roles and responsibilities

Plans will be:

- Developed in partnership with parents and professionals
- Shared with relevant staff
- Reviewed annually or sooner if required

6. Managing Medicines in School

General Principles

- Medicines will only be administered when necessary during the school day
- Written parental consent is required
- Medicines must be in original packaging, clearly labelled and in date

Storage

- Medicines will be stored securely
- Refrigerated medicines will be stored appropriately
- Emergency medication (e.g. inhalers, EpiPens) will be easily accessible

Administration

- Medication will be administered by trained staff
- Administration will be recorded
- A second adult will be present where appropriate

Non-Prescription Medication (e.g. Calpol)

- May only be administered in exceptional circumstances
- Parents will always be contacted prior to administration
- A clear record will be kept

7. Emergency Procedures

- All staff are aware of how to respond to medical emergencies
- Emergency contact details are readily available

- Emergency services will be contacted where necessary
- Parents will be informed as soon as possible

8. Training

- Staff will receive appropriate training for medical needs within the school
- Training will include use of specialist equipment where required
- Training will be updated regularly
- Records of training will be maintained

9. Inclusion

Semley CE VA Primary School is committed to inclusion. Pupils with medical needs will be supported to:

- Attend school regularly
- Participate in PE, school visits and residential
- Access the full curriculum

Reasonable adjustments will be made in line with the Equality Act 2010.

10. Absence Due to Medical Needs

Where pupils are unable to attend school due to medical needs:

- The school will work with Wiltshire Local Authority to ensure continuity of education
- Appropriate provision will be arranged where necessary

11. Record Keeping

The school will maintain:

- Individual Healthcare Plans
- Medication administration records
- Training records
- Consent forms

All records will be stored securely in line with data protection requirements.

12. Complaints

Any concerns should be raised in the following order:

1. Class Teacher
2. SENDCo
3. Headteacher
4. Governing Body (formal complaint)

13. Monitoring and Review

This policy will be reviewed:

- Annually
- Following significant incidents
- In response to changes in guidance

14. Linked Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- SEND Policy and Information Report
- Attendance Policy
- Intimate Care Policy
- Allergy Safety Policy
- Administration of Medicines