

St Alphonsus Supporting pupils with Medical Needs Policy and Individual Health Care Plans

2025-2026

Our policy applies to all

Our aim is to ensure that pupils with medical needs receive appropriate care and support at school and to enable pupils, parents / carers and staff to feel confident that the pupil is able to integrate as far as possible into “normal school life”.

Roles and Responsibilities of Key Staff

The school has a clearly defined leadership and management structure to ensure that all pupils with medical needs / conditions receive appropriate care, guidance and support so that they can fully integrate as far as possible into “normal school life”.

The Team Around Supporting Pupils with Medical Needs

- Mrs Jones will work closely with the Nursing Services and other health care professionals to ensure that all staff involved in this area of work receive regular training and professional development, and that staff at the school are made fully aware of pupils with medical needs.
- The school receptionist is responsible for maintaining and updating the school’s medical register and keeping staff informed of pupils on the register.
- Mrs Birds is responsible for the secure storage of medicines and ensuring that parent / carer consent has been received for the administration of medication on school premises during the school day.
- The school have, and will continue to work closely with all health care professionals to ensure all members of the team are suitably skilled, supported and confident in carrying out their duties.

Roles and Responsibilities of Parents and Carers

It is the parent’s / carer’s responsibility to keep a child at home when acutely unwell. It is the parent’s / Carer’s responsibility to inform the school of any ongoing medical condition or if a medical condition develops. This should be done in writing to Mrs Birds, who will pass the information to designated staff to update the school’s medical register and, if necessary, arrange a meeting to produce an Individual Health Care Plan (IHCP).

1. Supporting pupils with Medical Needs / Individual Health Care Plans (IHCP)

- Medication should only be brought into school if it is vital that it should be taken during school hours. Where possible, arrangements should be made to take medication out of school hours. Parents / Carers should discuss this matter with the prescribing doctor or dentist.
- It is the parent's / carer's responsibility to inform the school of any ongoing medical condition and to update the school of any changes to the condition and/or treatment. This should be done in writing to Mrs Simcock or Mrs Jones and where appropriate the IHCP will be amended.
- Where the medical condition requires ongoing medication, regular hospital visits or may require emergency treatment, an Individual Health Care Plan (IHCP) will be agreed between the parent / carer and the school. This may also require input from the GP and Local Authority Health Care Team as appropriate.
- It is the parent's / carer's responsibility to ensure any medication kept in school is kept up-to-date and is disposed of when past its expiry date

2. Self-management

- It is good practice for pupils to manage their own medication and, where this has been agreed through an IHCP, the pupil will be supervised whilst doing so.
- Medication must not, for the safety of other pupils, be carried around by the pupil except where a pupil has been prescribed. All other medication will be kept in a secure agreed place.

3. School visits

- It is the parent's / carer's responsibility to complete in detail medical forms, issued by the school prior to a day/residential visit, and ensure emergency contact details are accurate.
- A copy of the pupil's IHCP should accompany the visit and parents should ensure staff are fully aware of any specific problems that may be encountered on the visit.
- All staff accompanying the visit should be aware of the pupils with medical needs and IHCPs. If staff have any further concerns regarding the pupil's safety or the safety of other pupils, they should seek advice from the designated school lead, parents / carers, Local Authority health advisor or the child's GP.

4. Sporting Activities

- All Staff supervising sporting activities should be aware of relevant medical conditions and emergency procedures for pupils. P.E. staff should be aware of pupils with IHCP and any accompanying Emergency Medical Protocols.

5. Information about pupils' medical needs

- A copy of IHCPs agreed between parent / carer, health care professionals and school will be kept in the school office.
- Names of pupils with IHCPs will be on class learning profiles, so that teachers covering for colleagues and supply staff can be kept informed and make reasonable adjustments to support pupils.
- Copies of the IHCP will be shared and available to staff, with the consent of the parents / carers. Every attempt will be made to ensure other staff, such as supply staff, teaching assistants and support staff are also made aware.

This Policy will be updated in October 2026

Supporting pupils with Asthma – Protocols

- Arrangements have been made for the supply, storage, care, and disposal of the emergency inhaler and spacers in line with the schools policy on supporting pupils with medical conditions
- There is a register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which is kept with the emergency inhaler
- School has written parental consent for use of the emergency inhaler for children on the Asthma register.
- School will ensure that the emergency inhaler is only used by children with asthma with written parental consent for its use
- Appropriate support and training has been given for staff in the use of the emergency inhaler in line with the schools wider policy on supporting pupils with medical conditions
- School will keep a record of use of the emergency inhaler as required by supporting pupils and informing parents or carers that their child has used the emergency inhaler
- The following staff are responsible for ensuring the protocol is followed: Mrs T Birds, Mrs A Jones, and all First Aid trained staff in school.