



Policy:	Supporting Pupils With Medical Need
Policy Date:	Spring 2026
Review Cycle:	3 Years
Reviewer:	FGB
Approved:	Spring 2026
Next Review:	Spring 2028

Policy Statement:

Chawton CofE Primary School will undertake to ensure compliance with the relevant legislation and guidance in *'Supporting Pupils at School with Medical Conditions'* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Chawton CofE Primary School is held by the headteacher who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the Government document *'Supporting Pupils at School with Medical Conditions'*. All staff have a duty of care to follow and co-operate with the requirements of the policy.

Local Arrangements: Identifying children with health conditions

We will aim to identify children with medical needs on entry to the school. We will use the 'Health Questionnaire for Schools' to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place to support them accordingly.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual health care plans

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an individual healthcare plan it will be the responsibility of the office staff to work with parents and relevant healthcare professionals, if required, to write the plan.

'Let all that you do, be done in love.' 1 Corinthians 16:14

'Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.' Joshua 1: 5-9

'If we walk in the light as He himself is in the light, we have fellowship with one another...' 1 John 1-7

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The office team will work in partnership with the parents/carer, and a relevant healthcare professional eg. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the individual healthcare plan.

We will use the individual healthcare plan template produced by Children's Services Health & Safety Team to record the plan.

If a child is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Individual Healthcare Plans will be reviewed periodically in discussion with parents to ensure their continuous suitability.

Staff training

All new staff will be inducted on the policy when they join the school.

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted. A 'staff training record' sheet will be completed to document the level of training undertaken. Such training will form part of the overall training plan and refresher training will be carried out at appropriate intervals.

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