The Roche School

Medical Conditions Policy

Document Details

Information Sharing Category	Public Domain
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Authorised by (if required)	Jonny Gilbert and James Roche
Responsible Area	Senior Leadership and James Roche

Availability: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: This Policy is in accordance with the Independent School Standards Regulations (ISSRs) with particular reference to parts 3,4 and 5 along with employment and equality legislation currently in force.



Signed:

Jonny Gilbert — Headteacher

James Roche — Proprietor

Reviewed: October 2026
Next Review: October 2027

Related policies: First Aid Policy; SEND Policy; Safeguarding and Child Protection Policy;

Health and Safety Policy; Educational Visits Policy; Allergy Management Policy; Attendance Policy; Administration of Medicines Procedure.

1. Aims and principles

The Roche School is committed to ensuring that pupils with medical conditions are able to attend school, participate fully in school life and access the same educational opportunities as their peers.

The school recognises that some pupils have medical conditions which may be long-term, fluctuating or potentially life-threatening. These may include asthma, epilepsy, diabetes, severe allergies, cardiac conditions and other physical or mental health conditions.

The school will take reasonable steps to ensure that pupils with medical conditions are safe, supported and included in all aspects of school life.

The school aims to:

- Provide appropriate support for pupils with medical conditions, including access to medication and medical equipment.
- Ensure that staff understand their responsibilities and know how to respond to medical emergencies.
- Work in partnership with parents, pupils and relevant healthcare professionals.
- Ensure that pupils are not unnecessarily excluded from lessons, activities or educational visits because of their medical conditions.
- Protect pupils' dignity, privacy and confidentiality.
- Make reasonable adjustments for pupils with disabilities in accordance with the Equality Act 2010.

The school recognises that each pupil's needs are individual and that arrangements must be proportionate to the nature and severity of their medical condition.

2. Scope

This policy applies to all pupils at The Roche School, including those attending the Early Years Foundation Stage.

It applies throughout the school day and, where relevant, to school-organised activities, including:

- Educational visits and residential trips.
- Sporting activities and fixtures.
- Before- and after-school provision.
- School events and activities taking place outside normal school hours.

The policy applies to all staff, including teaching staff, teaching assistants, administrative staff, lunchtime supervisors and other employees who may have responsibility for pupils.

The school will also communicate relevant arrangements to volunteers and external providers where appropriate.

3. Legal and regulatory framework

This policy has been developed with reference to the following legislation and guidance, as applicable:

- Children and Families Act 2014.
- Equality Act 2010.
- Education (Independent School Standards) Regulations 2014.
- Health and Safety at Work etc. Act 1974.
- Supporting Pupils with Medical Conditions at School (Department for Education).
- Allergy Safety in Schools (Department for Education, 2026).
- Early Years Foundation Stage statutory framework.

The school recognises its responsibilities under the Independent School Standards to safeguard and promote pupils' welfare and to ensure that appropriate health and safety arrangements are in place.

4. Roles and responsibilities

4.1 The Proprietor and Advisory Board

The Proprietor and Advisory Board will oversee the implementation of this policy and ensure that appropriate arrangements are in place to support pupils with medical conditions.

They will:

- Ensure that the school has suitable policies and procedures for supporting pupils with medical conditions.
- Ensure that sufficient resources are available to implement the policy.
- Review the effectiveness of the school's arrangements as part of its wider safeguarding and health and safety oversight.

4.2 The Headteacher

The Headteacher has overall responsibility for the implementation of this policy and will:

- Ensure that the school has appropriate arrangements for identifying and supporting pupils with medical conditions.
- Ensure that Individual Healthcare Plans are developed where necessary.
- Ensure that staff receive appropriate information and training.
- Ensure that medicines are stored and administered safely.

- Ensure that arrangements are in place for educational visits and other school activities.
- Ensure that parents are informed of relevant procedures.
- Monitor incidents and review the effectiveness of the school's arrangements.

The Headteacher may delegate day-to-day coordination to a designated member of staff but retains overall responsibility.

4.3 Designated Medical Lead

The Headteacher will appoint a Designated Medical Lead, who will normally be a member of the senior leadership team or an appropriately trained member of staff.

The Designated Medical Lead will:

- Maintain the school's medical conditions register.
- Coordinate the development and review of Individual Healthcare Plans.
- Liaise with parents and healthcare professionals.
- Ensure that relevant staff have access to appropriate medical information.
- Monitor medication expiry dates and storage arrangements.
- Maintain records of medication administered and staff training.
- Ensure that appropriate arrangements are made for school trips and activities.

The Designated Medical Lead is: Louise Gilmartin

4.4 All staff

All staff are responsible for:

- Being aware of pupils in their care who have relevant medical conditions.
- Following Individual Healthcare Plans and the school's medical procedures.
- Knowing how to summon assistance in an emergency.
- Taking appropriate action if a pupil becomes unwell.
- Maintaining confidentiality.
- Reporting any concerns, incidents or changes in a pupil's medical needs to the Designated Medical Lead.

Staff will not administer medication or undertake medical procedures for which they have not received appropriate training or instruction, except where emergency first aid is required within their competence.

4.5 Parents and carers

Parents and carers are responsible for:

- Providing accurate and up-to-date information about their child's medical condition.

- Informing the school of any changes to their child's condition, medication or treatment.
- Providing prescribed medication, clearly labelled and within its expiry date.
- Providing written consent for the administration of medication where required.
- Ensuring that the school has the necessary medical information and emergency contact details.
- Working with the school to develop and review an Individual Healthcare Plan where appropriate.

Parents should inform the school promptly if their child is admitted to hospital, receives a new diagnosis or experiences a significant change in their medical condition.

4.6 Pupils

Pupils will be encouraged, in accordance with their age and understanding, to take increasing responsibility for managing their own medical needs.

The school will support pupils to understand their condition and participate in decisions about their care, where appropriate.

5. Identification and recording of medical conditions

The school will seek information about pupils' medical conditions through admissions documentation, parental communication and ongoing contact with families.

Parents are expected to inform the school of any medical condition that may affect their child's health, safety, attendance or participation in school activities.

The school will maintain a confidential medical conditions register, recording relevant information such as:

- The pupil's name, class and photograph, where appropriate.
- The nature of the medical condition.
- Symptoms and potential triggers.
- Medication and treatment requirements.
- Emergency procedures.
- The location of medication.
- Whether an Individual Healthcare Plan is in place.

Relevant information will be shared with staff who need it to support the pupil safely. Information will be handled in accordance with the school's data protection and confidentiality procedures.

6. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be developed where the school considers that a pupil's medical condition requires individual arrangements beyond routine first aid or the school's standard procedures.

An IHP may be appropriate where:

- A pupil has a complex or potentially life-threatening medical condition.
- A pupil requires regular medication or medical treatment during the school day.
- A pupil may require emergency intervention.
- The pupil's condition affects their participation in school activities.
- Staff require specific instructions to manage the pupil's condition safely.

The need for an IHP will be considered on an individual basis, in consultation with parents and, where appropriate, healthcare professionals.

An IHP will normally include:

- The pupil's medical condition and relevant symptoms.
- Medication, dosage and administration instructions.
- Emergency procedures and when to seek medical assistance.
- Any known triggers and steps to reduce associated risks.
- Arrangements for lessons, PE, school trips and other activities.
- Details of staff who are responsible for providing support.
- Relevant contact details for parents and healthcare professionals.

Plans will be agreed with parents and, where appropriate, the pupil and relevant healthcare professionals.

IHPs will be reviewed at least annually and sooner if there is a significant change in the pupil's condition, treatment or needs.

A copy of the plan will be made available to relevant staff, and appropriate arrangements will be made to ensure that staff can access it in an emergency.

7. Administration of medication

The school will administer medication where this is necessary to support a pupil's health and enable them to participate in school life.

Medication will normally only be administered when:

- It has been prescribed or is otherwise appropriate for use in school.
- Written parental consent has been obtained.
- It is supplied in its original packaging, clearly labelled with the pupil's name and instructions.
- The school has sufficient information to administer it safely.

Exceptions may be made in an emergency, in accordance with the pupil's Individual Healthcare Plan and the school's emergency procedures.

Medication will be administered by appropriately authorised staff. Staff will receive suitable instruction or training where required.

A written record will be kept whenever medication is administered, including the date, time, medication, dose and name of the staff member administering it.

Where a pupil refuses medication, staff will not force the pupil to take it. Parents will be informed, and further action will be taken in accordance with the pupil's healthcare plan.

7.1 Prescription medication

Prescription medication must be supplied in its original packaging with the dispensing label showing the pupil's name and instructions.

Parents must provide written instructions regarding dosage, timing and any relevant precautions.

The school will not administer medication where the instructions are unclear or where staff have concerns about its safe administration. Parents will be contacted to clarify the arrangements.

7.2 Non-prescription medication

The school will only administer non-prescription medication with written parental consent and where this is considered appropriate.

Medication must be supplied in its original packaging, and parents must provide clear instructions regarding dosage and frequency.

The school reserves the right to seek clarification from parents before administering non-prescription medication.

7.3 Short-term medication

Where a pupil requires medication for a short period, such as a course of antibiotics, parents should complete the school's medication consent form.

Medication will be administered in accordance with the written instructions provided.

7.4 Self-administration

Where appropriate, pupils may be permitted to carry and administer their own medication, such as asthma inhalers, provided that:

- The pupil is considered competent to do so.
- Parents have given written consent.
- The school has agreed the arrangements.
- The medication is readily accessible and its use is recorded where appropriate.

The school may require a spare inhaler or other emergency medication to be held securely on the premises.

For younger pupils, medication will normally be administered or supervised by an authorised member of staff.

8. Storage and management of medication

Medication will be stored safely and in accordance with the manufacturer's instructions.

Where medication requires refrigeration, appropriate arrangements will be made.

Medication will be readily accessible to authorised staff when required for emergency use. Emergency medication must not be locked away in a manner that could cause delay.

Medicines will be clearly labelled and stored separately from general first aid supplies where appropriate.

The Designated Medical Lead will monitor medication expiry dates and remind parents when replacement medication is required.

At the end of the school year, parents will be asked to collect any medication that is no longer required. Uncollected medication will be disposed of safely.

9. Emergency procedures

The school will ensure that staff know how to respond when a pupil becomes seriously unwell or experiences a medical emergency.

Where a pupil experiences a serious or potentially life-threatening medical emergency, staff will:

1. Assess the situation and summon assistance immediately.
2. Follow the pupil's Individual Healthcare Plan, where one is in place.
3. Administer emergency medication if authorised and appropriately trained.
4. Call 999 where necessary.
5. Ensure that a member of staff remains with the pupil until help arrives.
6. Contact the pupil's parents or carers as soon as practicable.
7. Record the incident and review the response.

Staff should not hesitate to call 999 if they believe a pupil's condition may be life-threatening.

Where an ambulance is called, a member of staff will accompany the pupil if appropriate and practicable, while ensuring that the school retains adequate supervision of other pupils.

Following a serious incident, the Headteacher will ensure that parents are informed and that the circumstances are reviewed. Any necessary changes to the pupil's healthcare plan or the school's procedures will be made.

10. Specific medical conditions

The school recognises that some medical conditions require particular arrangements.

10.1 Asthma

Pupils with asthma should have access to their prescribed reliever inhaler whenever needed.

Parents should provide the school with an in-date inhaler and relevant information about the pupil's asthma.

Staff will be made aware of pupils with asthma and the action to take if a pupil experiences breathing difficulties.

Where a pupil experiences a severe asthma attack, staff will follow the pupil's healthcare plan, administer the prescribed reliever inhaler as appropriate and call 999 if necessary.

10.2 Diabetes

The school will work with parents and healthcare professionals to ensure that pupils with diabetes receive appropriate support.

Arrangements may include:

- Access to food and drink when required.
- Access to blood glucose monitoring equipment.
- Appropriate arrangements for insulin administration.
- Recognition and management of hypoglycaemia and hyperglycaemia.
- Access to medication and emergency supplies.

Relevant staff will receive appropriate information and training where necessary.

10.3 Epilepsy

The school will ensure that staff supporting pupils with epilepsy understand the pupil's individual needs and know how to respond to a seizure.

An Individual Healthcare Plan should set out:

- The pupil's typical seizure presentation.
- Appropriate first aid and protective measures.
- When emergency assistance should be sought.
- Whether rescue medication is required and who is authorised to administer it.

Staff will follow the pupil's plan and seek emergency medical assistance where indicated.

10.4 Allergies and anaphylaxis

The school will maintain separate allergy safety arrangements in accordance with its Allergy Management Policy.

Pupils with severe allergies will have appropriate individual plans, including details of allergens, symptoms, emergency medication and the action to take in the event of a reaction.

Staff will be informed of relevant allergy risks and trained appropriately in recognising and responding to anaphylaxis.

Prescribed adrenaline auto-injectors must be accessible whenever the pupil is on school premises or participating in school activities.

10.5 Other medical conditions

The school will consider the needs of pupils with other medical conditions on an individual basis. These may include cardiac conditions, migraines, severe eczema, gastrointestinal conditions, mental health conditions and conditions requiring regular treatment.

Where necessary, the school will seek advice from parents and relevant healthcare professionals to establish appropriate support arrangements.

11. Educational visits and extracurricular activities

The school is committed to ensuring that pupils with medical conditions are able to participate in educational visits, sports fixtures, residential trips and extracurricular activities wherever reasonably practicable.

Before an activity, the member of staff responsible will review the medical needs of participating pupils and ensure that:

- Relevant Individual Healthcare Plans are available.
- Necessary medication and medical equipment are taken.
- Appropriate staff are briefed and, where necessary, trained.
- Emergency arrangements are in place.
- Any additional risks have been assessed and suitable control measures implemented.

Where a pupil's medical condition requires additional support, the school will discuss the arrangements with parents in advance.

A pupil will not be excluded from an activity solely because they have a medical condition. Any decision to modify or restrict participation will be based on an individual risk assessment and the pupil's specific needs.

12. Staff training

The school will ensure that staff receive appropriate information and training to support pupils with medical conditions.

All staff will receive relevant information about the school's procedures and their responsibilities.

Where a pupil requires specific medical support, the school will arrange appropriate training or instruction for the staff responsible for providing that support.

Training may include:

- Recognition of medical emergencies.
- Asthma management.
- Diabetes awareness.
- Seizure first aid.
- Allergy awareness and the use of adrenaline auto-injectors.
- Administration of specific medication.

Training requirements will be determined by the needs of individual pupils and the responsibilities of staff.

The school will maintain records of relevant staff training and review them regularly.

13. Inclusion and reasonable adjustments

The school will make reasonable adjustments for pupils with disabilities and will take account of the impact of medical conditions on their access to education.

Depending on individual circumstances, adjustments may include:

- Allowing additional time or rest breaks.
- Providing access to medication, food or drink during lessons.
- Modifying PE or other physical activities.
- Providing a suitable place for medical treatment.
- Making adjustments to attendance or assessment arrangements.
- Providing additional support during educational visits.

The school will work with parents and, where appropriate, healthcare professionals to identify suitable adjustments.

Medical conditions will not automatically prevent a pupil from participating in school activities. Decisions will be made on an individual basis, taking account of the pupil's needs and the school's ability to manage any identified risks.

14. Absence and reintegration

Where a pupil is absent from school because of a medical condition, the school will maintain appropriate communication with the family.

Where necessary, the school will discuss arrangements to support the pupil's return to school, including any adjustments or additional support required.

For pupils with long-term or recurring medical conditions, the school will consider whether changes to the pupil's healthcare plan, timetable or other arrangements are necessary.

15. Confidentiality and information sharing

The school will treat information about pupils' medical conditions as confidential personal information.

Medical information will only be shared with staff and other individuals who need it to ensure the pupil's safety and wellbeing.

Parents will be informed about how medical information is used and stored.

The school will ensure that medical records are held securely and retained in accordance with its data protection and records management procedures.

16. Incidents, concerns and near misses

Any incident involving a pupil's medical condition, including an adverse reaction, medication error or failure of medical equipment, must be reported to the Headteacher or Designated Medical Lead as soon as possible.

The school will:

- Record the incident and any action taken.
- Inform parents where appropriate.
- Review the pupil's healthcare plan if necessary.
- Identify any changes required to staff training or school procedures.
- Consider whether the incident needs to be reported under applicable safeguarding, health and safety or regulatory arrangements.

Serious incidents will be reviewed by the Headteacher to identify any lessons and prevent recurrence.

17. Complaints

Parents who have concerns about the school's arrangements for supporting a pupil with a medical condition should raise them in the first instance with the Headteacher.

If the matter cannot be resolved informally, parents may use the school's Complaints Procedure.

18. Monitoring and review

The Headteacher will monitor the implementation of this policy and review it at least annually, or sooner if there are significant changes in legislation, guidance or the needs of pupils.

The review will consider:

- The effectiveness of medical arrangements and Individual Healthcare Plans.
- Medication storage and administration records.
- Staff training and awareness.
- Medical incidents and lessons learned.
- Feedback from parents, pupils and staff.
- Changes to relevant legislation and guidance.

The policy will be made available to parents and staff and published on the school's website where appropriate.