

Platt Bridge Community School



Supporting Pupils with Medical Conditions Policy

School Name: Platt Bridge Community School

Address: Rivington Avenue, Platt Bridge, Wigan, WN2 5NG

Headteacher: Mr. Stephen Wallace

Written By: Nicola Wood

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Review Date: September 2026

1. Introduction and Rationale

Platt Bridge Community School is committed to ensuring that pupils with medical conditions are properly supported so that they can play a full and active role in school life, remain healthy, and achieve their full potential.

We believe that pupils with medical conditions should be treated no differently from any other pupil. The school will work in partnership with parents/carers and healthcare professionals to ensure that the individual needs of pupils are met. This policy is in line with the statutory guidance 'Supporting pupils at school with medical conditions' (DfE 2014) and the Equality Act 2010.

2. Roles and Responsibilities

The Governing Body and Trustees:

- Is responsible for ensuring that the school's policies and procedures meet statutory requirements.
- Will ensure that there are sufficient resources and trained staff to support pupils with medical conditions.
- Will ensure the policy is reviewed annually.

The Headteacher:

- Has overall responsibility for the policy's implementation.
- Will ensure that all staff are aware of the policy and their responsibilities.
- Will ensure that the school develops and maintains a culture where pupils feel safe to discuss their medical needs.

All School Staff:

- Are expected to be aware of the medical conditions of pupils they teach.
- Are not required to administer medication or provide medical support unless they have received appropriate training and have agreed to do so.
- Will seek emergency medical help where required.

Parents/Carers:

- Are responsible for providing the school with up-to-date and accurate information about their child's medical condition and any medication.
- Are responsible for ensuring that all medication provided to the school is in its original container, clearly labelled with the child's name, dosage, and frequency.
- Must inform the school of any changes to their child's condition or medication as soon as possible.

3. Individual Healthcare Plans (IHPs)

For pupils with long-term or complex medical needs, an **Individual Healthcare Plan (IHP)** will be created. This is a crucial document for ensuring a pupil's needs are met consistently and safely.

The IHP will be developed in partnership with the pupil (where appropriate), parents/carers, the Headteacher, relevant school staff, and the healthcare professional involved in their care.

An IHP will include:

- Details of the medical condition and its symptoms.
- The pupil's needs, including medication, and any triggers to avoid.
- What constitutes an emergency and the action to be taken.
- The names of staff who have agreed to support the pupil and any training they have received.
- Details on how the pupil will be supported during school trips, sport activities, and other out-of-school events.

4. Managing Medication

- All medication must be brought to school by a parent/carer or a responsible adult and handed to the school office. It should never be given to the pupil to bring to school themselves.
- Medication will be stored securely in the school office or a designated, locked cupboard, except for emergency medication (e.g., inhalers, EpiPens), which must be easily and immediately accessible.
- A written record will be kept each time medication is administered.
- All medication will be checked regularly to ensure it is in date.

5. Emergency Procedures

In the event of a medical emergency, all staff will know the emergency procedures, including:

- The location of all pupil IHPs.
- The details of which pupils have an emergency condition.
- How to contact parents/carers or an emergency contact person.
- How to contact emergency services (999) if necessary.

6. School Trips and Out-of-School Activities

Risk assessments will be carried out for all out-of-school activities to ensure that pupils with medical conditions can participate safely and equally. The risk assessment will consider:

- The number of trained staff required for the activity.
- Any necessary adjustments to the environment or schedule.
- The transport and storage of medication.
- The proximity of emergency services.

7. Training

School staff who volunteer to administer medication or provide specific medical support will be provided with appropriate training from a healthcare professional. All training will be refreshed as required and a record of all training will be maintained by the school office.