

Supporting Pupils with Medical Conditions Policy 2026



School Name: Platt Bridge Community School

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

Headteacher: Mr. Stephen Wallace

Policy Written By: Mr. Stephen Wallace

Date of Policy: September 2026

Review Date: September 2027

1. Introduction and Rationale

Platt Bridge Community School is committed to ensuring that pupils with medical conditions are properly supported to remain healthy, achieve their potential, and play a full role in school life. We believe these pupils should be treated no differently from any other student and will work in partnership with parents/carers and healthcare professionals to meet individual needs.

2. Statutory Legislation and Guidance

This policy is written in accordance with the following statutory requirements and guidance:

- Section 100 of the Children and Families Act 2014.
- Statutory guidance 'Supporting pupils at school with medical conditions' (DfE 2014/2015).
- Equality Act 2010.
- Special educational needs and disability (SEND) code of practice 2015.
- Schools Admissions Code 2021.

3. Medical Tracker: Incident and Data Management

From September 2026, the school will utilise 'Medical Tracker', an online medication management and digital accident book system. This software will be used to:

- Track and log all injuries, illnesses, and medication administrations.
- Manage and store Individual Healthcare Plans (IHPs).
- Monitor medication expiry dates to ensure all supplies in school are in-date.
- Provide immediate email notifications to parents/carers regarding incidents

Parental Responsibility regarding Communication: Because Medical Tracker relies on email for immediate parental notification, it is the **sole responsibility of parents/carers to ensure the school has an up-to-date and accurate email address at all times**. The school must be informed immediately of any changes to contact details to ensure vital medical information is received.

4. Roles and Responsibilities

- **The Governing Body:** Accountable for ensuring the school meets statutory duties and that sufficient resources and trained staff are available.
- **The Headteacher:** Has overall responsibility for policy implementation and ensuring a safe culture for discussing medical needs.
- **School Staff:** Must be aware of the medical conditions of pupils they teach. Staff will not administer medication without appropriate training and agreement.
- **Parents/Carers:** Must provide accurate, up-to-date information about their child's condition and medication. They must provide medication in its original, labeled container.

5. Individual Healthcare Plans (IHPs)

IHPs will be developed for pupils with long-term, complex, or life-threatening needs in partnership with parents and healthcare professionals. These plans will be reviewed at least annually or when a child's needs change. They are easily accessible to relevant staff via **Medical Tracker** while maintaining necessary confidentiality.

6. Managing Medication

- Medication must be delivered to the school office by a responsible adult, not the pupil.
- Medication will be stored securely, though emergency medication (e.g., inhalers, EpiPens) will be immediately accessible to the child at all times.
- A digital record of every administration will be kept on **Medical Tracker**.
- The school may purchase and hold spare emergency Salbutamol inhalers and EpiPens.

7. Unacceptable Practice

To ensure the safety and inclusion of all pupils, it is generally **not** acceptable practice to:

- Prevent children from easily accessing their inhalers or medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents, or ignore medical evidence.
- Penalise children for their attendance record if absences are related to their medical condition.
- Prevent pupils from drinking, eating, or taking toilet breaks to manage their condition.

8. Training and Emergencies

Staff who volunteer to support medical needs will receive appropriate training from healthcare professionals, with records maintained digitally. In a medical emergency, staff will follow procedures outlined in the pupil's IHP, which defines what constitutes an emergency and the specific actions required. All staff are aware of how to contact emergency services (999) and parents.