

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

September 2026

1. AIMS

EIFA International School (“EIFA”, “School”, “we”, “us” or “our”) will support pupils with medical conditions to allow them to access the same education as other pupils, including School trips and sporting activities.

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how our School will support pupils with medical conditions
- Set out the roles and responsibilities for everyone in the School community in regard to pupils with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in School
- Reassure parents/carers that the School will help their child feel safe, supported and included

2. LEGISLATION AND STATUTORY RESPONSIBILITIES

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their School with medical conditions. It is also based on the Department for Education (DfE)’s statutory guidance on [supporting pupils with medical conditions at school and the Early Years Foundation Stage statutory framework from the Department for Education \(DfE\)](#).

3. ROLES AND RESPONSIBILITIES

3.1 The Board of Directors

The Board of Directors has ultimate responsibility to make arrangements to support pupils with medical conditions. The Board will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the School is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy
-

The Board of Directors delegate the day-to-day implementation of this policy to the Head of School and the Head of Administration and Compliance.

3.2 The Head of School and Head of Administration and Compliance

The Head of School and Head of Administration and Compliance will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of IHPs
- Make sure that School staff are appropriately insured and aware that they are insured to support pupils in this way
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- Approve risk assessments for school visits and School activities outside the normal School timetable that involve provision for pupils with medical conditions
- Contact the Head of School in the case of any pupil who has a medical condition that may require support at school, but has not yet been brought to the attention of the School
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during School hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- Provide the School with sufficient and up-to-date information about their child's medical needs
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School Doctor and other healthcare professionals

Healthcare professionals, such as GPs and paediatricians, will liaise with the School's doctor and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. EQUAL OPPORTUNITIES

The School will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our School is clear about the need to actively support pupils with medical conditions to participate in School trips and visits, or in sporting activities, and not prevent them from doing so.

The School will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on School trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5. BEING NOTIFIED THAT A CHILD HAS A MEDICAL CONDITION

When the School is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The School will make every effort to ensure that appropriate arrangements are put in place as soon as possible and, for new pupils, before the pupil starts at the School where practicable.

5.1 Obtaining information about medicines

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the School has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the School mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s)

We ask that parents/carers proactively inform us by email to our Registrar – registrar@eifaschool.com

6. INDIVIDUAL HEALTHCARE PLANS (IHPS)

The Head of School has overall responsibility for the development of IHPs for pupils with medical conditions. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. Where there is disagreement about whether an IHP is appropriate, the School will seek to resolve this in consultation with the pupil, parents and relevant healthcare professionals, taking into account the pupil's individual needs and best interests. The School will ensure that appropriate support arrangements are put in place where required.

Plans will be drawn up in partnership with the School, parents and a relevant healthcare professional, such as the School Doctor, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Head of School will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the School needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Head of School for medication to be administered by a member of staff, or self-administered by the pupil during School hours
- Separate arrangements or procedures required for School trips or other School activities outside of the normal School timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. MANAGING MEDICINES

Prescription and non-prescription medicines will only be administered at School:

- When it would be detrimental to the pupil's health or School attendance not to do so, and
- Where we have parents' written consent

The person administering the medicine will keep a written record. Parents/guardians will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages and when the previous dosage was taken.

The School will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The School will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Parents are encouraged to administer the first dose of any new medicine at home wherever possible. This allows the child to be observed for any unexpected adverse reaction before the medicine is administered at school.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the School office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal School activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the School office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend School to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the School is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of School life, including School trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in School toilets

7.4. Administration of non-prescription medicines

EIFA recognises that, on occasion, a pupil may require a non-prescription medicine during the School day. The School will only administer non-prescription medicines where it is considered to be in the best interests of the child and where this can be done safely. The school will not routinely administer non-prescription medicines for minor ailments that can reasonably wait until the child returns home.

7.5 Parental Consent

Non-prescription medicines will only be administered where:

- The parent or legal guardian has completed the School's consent form authorising the administration of non-prescription medication (see Appendix 3);
- The School has, wherever reasonably practicable, spoken with the parent on the day to confirm the child's symptoms, the medicine required and the time of the last dose; and
- The medicine is appropriate for the child's age and condition.

7.6 Children's Paracetamol (Calpol)

Children's paracetamol (Calpol or an equivalent generic preparation) may be administered by authorised members of staff where:

- The child is experiencing pain or discomfort (for example, headache, earache or toothache); or
- The child has a raised temperature and is awaiting collection by a parent or guardian.

Calpol will **not** be administered:

- To enable a child who is unwell to remain in School;
- Where there is uncertainty regarding previous doses administered at home;
- Where the maximum recommended daily dose may be exceeded;
- For repeated administration over consecutive school days without medical advice;
- If the child's symptoms indicate that they require immediate medical assessment rather than symptomatic treatment.

The correct dose will be determined using the manufacturer's guidance, taking account of the child's age (and weight where appropriate).

7.7 Assessment Prior to Administration

Before administering any non-prescription medicine, the member of staff will:

- Assess the child's condition;
- Confirm the child's identity;
- Check for any known allergies or relevant medical conditions;
- Confirm the medicine, dose and expiry date;
- Establish when any previous dose was administered;
- Ensure that appropriate parental consent has been obtained;
- Record the administration in the School's medication record.

Where there is any uncertainty regarding the child's condition or the safe administration of medication, the medicine will **not** be given and the parent will be contacted immediately.

7.8 Monitoring

Following administration, the child will be monitored for any adverse reaction or deterioration in their condition.

If the child's condition does not improve, worsens, or gives cause for concern, the School will contact the parent or guardian and, where necessary, seek emergency medical assistance.

7.9 Record Keeping

A written record will be maintained for every administration of non-prescription medicine. The record will include:

- The child's name;
- The date and time;
- The name of the medicine;
- The dose administered;
- The reason for administration;
- The name and signature of the member of staff administering the medicine; and
- Confirmation that the parent or guardian has been informed where appropriate.

7.10 Storage

Any stock non-prescription medicines held by the School will:

- Be stored securely in a locked medical cabinet;
- Be checked regularly to ensure they remain within their expiry date;
- Be accessible only to authorised members of staff.

8. EMERGENCY PROCEDURES

Staff will follow the School's normal emergency procedures for contacting emergency services, as outlined in Appendix 4.

All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

9. TRAINING

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head of School. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. RECORD KEEPING

The Head of School will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the School. Parents will be informed if their pupil has been unwell at School.

IHPs are kept in a readily accessible place which all staff are aware of.

10.1 Recording information about medicines

We will:

- Enter each pupil's medicine need in the school's system
- Update our records when parents/carers of pupils inform us of changes to their child's needs
- Keep a record of changes, labelling the most recent record for each child
- Make sure that all staff have access to records so that they are informed about pupils' medical needs
- Securely hold this information digitally in accordance with the UK GDPR
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

11. LIABILITY AND INDEMNITY

The Board of Directors will ensure that the appropriate level of insurance is in place and appropriately reflects the School's level of risk.

12. COMPLAINTS

Parents with a complaint about the School's actions in regard to their child's medical condition should discuss these directly with the Head of School in the first instance. If the Head of School cannot resolve the matter, they will direct parents to the School's complaints procedure.

13. MONITORING ARRANGEMENTS

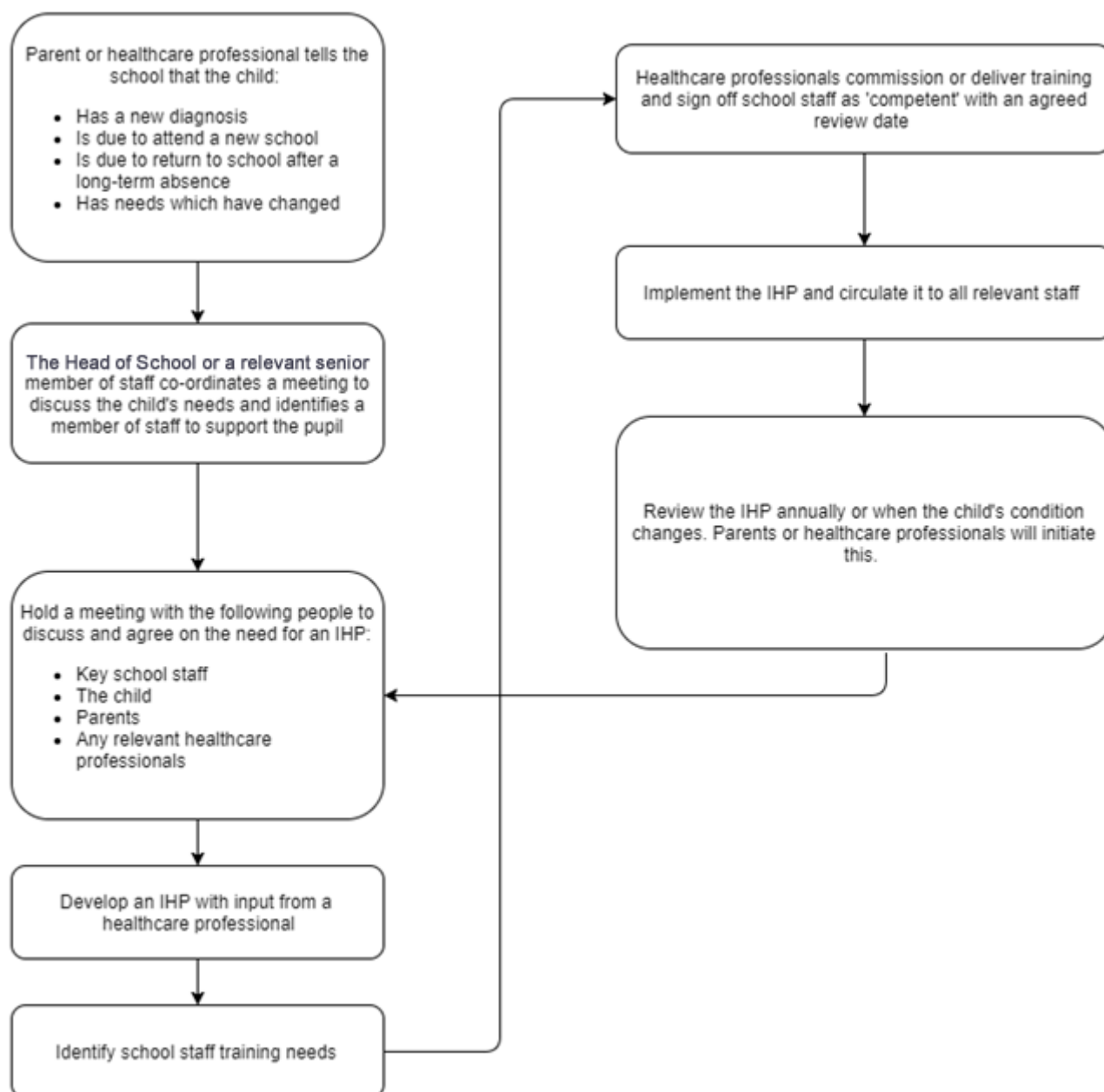
This policy will be reviewed by the School Senior Management and approved by the Board of Directors, annually.

14. LINKS TO OTHER POLICIES

This policy links to the following policies:

- Accessibility Plan
- Child Protection and Safeguarding Policy
- Complaints Procedure
- Equal Opportunities Policy
- First Aid Policy
- Health and Safety Policy
- Special Educational Needs and Disability Policy

Appendix 1: Being notified a child has a medical condition



Appendix 2: Procedures for children who are sick or infectious

- Pupils who have an infectious disease shouldn't attend school/nursery
- Parents should notify the school if their child has an infectious disease
- If a pupil becomes unwell during the day – for example, they have a temperature, sickness, diarrhoea or stomach pains – the parents or carers will be contacted to collect their child
- Pupils with a temperature, sickness, diarrhoea or an infectious disease should not attend school/nursery while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to school. For all instances of diarrhoea and/or sickness, pupils must stay home from School for 48 hours after the diarrhoea or sickness stops.
- Staff will notify parents if a risk to other pupils exists

Children with specific infectious diseases set out in the [UK Health Security Agency's exclusion table](#) will not be allowed to return to school/nursery until the appropriate exclusion period has passed.

We will take the following steps to prevent the spread of infection:

- Reducing or eliminating sources of infection through good hygiene practices
- Good handwashing practice
- Encouraging and facilitating healthy eating
- Ensuring that regulated food hygiene standard requirements in the maintenance of food preparation areas and preparation of food are followed
- Championing and educating staff, parents, carers and pupils on the importance of immunisation as a tool against infection (while recognising the individual's right to choose)
- Establishing a daily cleaning routine for:
 - Nappy changing facilities
 - Play areas
 - Toys, activities and equipment

Appendix 3: Medicine Administration Request Form

EIFA INTERNATIONAL SCHOOL Medicine Administration Request Form			
The School will not be able to give your child medicine unless you complete and sign this form.			
Pupil Name		Date of Birth	
Academic Year		Class	
Medical Condition(s)			
Known Allergies			
Emergency Contact(s)			
Current medication			
Previous adverse reactions			
Other relevant information			
Section A – Prescription Medicines			
Medicine			
Reason			
Dose		Time(s)	
Start Date		End Date	
Special Instructions			
☐ <i>I give permission for authorised EIFA staff to administer prescription medication in accordance with the prescriber's instructions. I understand medicines must be supplied in the original labelled container and kept in date.</i>			

Section B – Non-Prescription Medicines					
Children's Ibuprofen	☐	Antihistamine	☐	Oral Rehydration Salts	☐
Sting Relief Cream	☐	Antiseptic Cream	☐	Plasters / Basic First Aid	☐
☐ <i>I give permission for authorised EIFA staff to administer the non-prescription medication indicated above, in accordance with the prescriber's instructions.</i>					
☐ <i>I give permission for authorised EIFA staff administering Children's Paracetamol (Calpol) when appropriate.</i> <i>I understand that:</i> • Wherever reasonably practicable the school will contact me before administration. • Calpol will not be given simply to enable my child to remain in school if they are unwell. • If my child has a significant fever or is otherwise unwell, I will be asked to collect them.					
Parent/Guardian Declaration					
☐ <i>I confirm that the information provided in this form is accurate and that I will notify EIFA of any changes.</i> <i>I understand medicines will be administered in accordance with the EIFA Medicines Administration Policy.</i>					
Parent/Guardian Name					
Relationship to Child					
Signature					
Date					

Appendix 4: Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location
4. State what the postcode is
5. Provide the exact location of the patient within the School
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient