The Federation of St Paul and St Martin of Porres Catholic Primary Schools

Supporting Pupils with Medical Conditions Policy

November 2026

Governor Responsible	Susan Bartlett
Status	Statutory
Ratified on	17th November 2026
Review period	Annual
Signed	Susan Bartlett

The Federation of St Paul and St Martin of Porres Catholic Primary Federations was established on 1st September 2021 and whilst the two Federations of St Paul's Catholic Primary School and St Martin of Porres Catholic Primary School operate as two separate school they are overseen by a single governing body. The Federation of St Paul and St Martin of Porres Catholic Primary Schools will be herein referred to as 'the Federation'.

"Heal me, O Lord, and I shall be healed; save me, and I shall be saved, for you are my praise."

Jeremiah 17:14

The term 'medical condition' covers pupils who need the regular and ongoing support of the medical profession and medical intervention/drugs in order to function successfully.

Aims

The Governing Body of the Federation of St Paul and St Martin of Porres Catholic Primary Schools acknowledges a duty to ensure that all children recognised by the Head of Schools as having a medical condition or conditions (as defined in this policy) are properly supported in both schools so that they can play a full part in school life and can enjoy the same opportunities as afforded to any other child. Consequently, the governors will strive to be sympathetic to the needs of this group and will seek to ensure that reasonable adjustments accommodate those who are recognised as having a medical need. They would wish the schools to respond sensitively, discreetly and quickly to situations where a child with a recognised medical need requires support.

Procedures

When a child is recognised as having a medical condition, requiring management at school level, an Individual Health Care Plan (IHCP) will be drawn-up setting out the arrangements to be made. The schools' named medical office, the Inclusion Co-ordinator (INCO) - is the Head of School's lead representative for the schools and will support the management of the Federation by ensuring:

1. Appropriate up-to-date training for staff including training for absence cover. This requires an assessment of need and commissioning of that training.
2. Appropriate briefing for staff (including supply and casual staff) who have a key responsibility towards those pupils recognised as having medical conditions so that they are aware of the medical condition and know how to support effectively and react in an emergency.
3. The completion of appropriate risk assessments e.g. for taking a child on a school trip.
4. The formulation and monitoring of IHCPs at least annually, in collaboration with relevant healthcare professionals, parents/carers, and the pupil, where appropriate, ensuring they remain fit for purpose and responsive to any changes in the child's condition.
5. Transition arrangements for pupils moving into or out of the schools, including early engagement with new schools and medical professionals to ensure continuity of care

and education.

6. Pupils with serious medical conditions are included on the vulnerable children list kept by the Federation, displayed securely in staff areas, and reviewed regularly to ensure accuracy.

Key Procedures

When we are notified of a medical condition or a change in a medical condition for a pupil on roll at either school, parents/carers will be invited in for a meeting or succession of meetings to put an IHCP into place. This will happen routinely when a child is taken on to roll at the school. This will also outline what actions will be taken in any emergency situation.

Occasionally, the schools will need to co-operate with parents/carers to ensure the efficient administration of prescription medications. If the schools do agree to administer and store medicines, then parents will have to complete a separate permission form and this has to be agreed by the named medical officers and will be dispensed by a member of staff. N.B. only trained members of staff will inject insulin or administer an EpiPen.

All medicines must be named and accompanied by written instructions from the parent/carer and/or the GP specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. The smallest practicable dose should be brought to school, preferably in individual, original containers, and be clearly labelled with the child's name and dosage instructions. The school will put in place measures to store medication safely and in an orderly and controlled fashion.

The schools will maintain a written log of all medication administered, ensuring transparency and compliance with safeguarding protocols.

Parents are responsible for ensuring that there is sufficient medication and that it has not passed its expiry date.

Any complaints about how pupils with medical conditions are supported can be made under the Federation's Complaints Policy.

Insurance

The Federation's Governing Body will ensure that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Named Medical Officers

Federation INCO – Fran Mahon