



*‘Improving the quality of family life’*

# Supporting Pupils with Medical Conditions and Medication Policy

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# 1. Policy Statement

Snowflake School is a split-site special school for pupils with autism, operating across a Primary site at 44-48 (Basement) Longridge Road SW5 and a Secondary site at 10-14 Crown Street W3. The school is committed to ensuring that pupils with medical conditions are properly supported so that they can access education safely, inclusively and with dignity.

This policy sets out how Snowflake School supports pupils with medical conditions and manages the safe storage and administration of medication. It is written in accordance with statutory guidance and must be read alongside the **First Aid Policy**, which sets out emergency first aid arrangements.

## 2. Scope

This policy applies to:

- All pupils with medical conditions
- All staff involved in supporting medical needs or administering medication
- School activities on-site and off-site, including educational visits

This policy does **not** replace the First Aid Policy. Emergency first aid procedures and first aid governance are detailed separately.

## 3. Legal and Statutory Framework

This policy is informed by:

- *DfE Supporting Pupils at School with Medical Conditions (2014, reaffirmed 2025)*
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice 2015
- Mental Capacity Act 2005
- Keeping Children Safe in Education 2025

## 4. Governance and Accountability

### 4.1 Board of Trustees

The Board of Trustees is responsible for ensuring that:

- The school complies with statutory duties relating to pupils with medical conditions
- Appropriate policies are in place and reviewed regularly

- Adequate resources and training are provided

## 4.2 Headteacher

The Headteacher has overall responsibility for:

- Implementing this policy
- Ensuring effective coordination between medical support and first aid
- Appointing a Designated Medical Needs Lead

## 4.3 Designated Medical Needs Lead

The Designated Medical Needs Lead is responsible for:

- Overseeing support for pupils with medical conditions
- Coordinating Individual Healthcare Plans (IHCPs)
- Liaising with parents/carers and healthcare professionals
- Ensuring staff training and competency
- Monitoring compliance with this policy

## 4.4 Staff Responsibilities

All staff are responsible for:

- Being aware of pupils' medical needs on a need-to-know basis (i.e. for pupils they work with)
- Following IHCPs and school procedures
- Escalating concerns promptly

# 5. Identification and Planning for Medical Needs

## 5.1 Identification

Medical information is collected during admission and updated regularly

Parents/carers must inform the school of any changes to a pupil's medical needs

## 5.2 Individual Healthcare Plans (IHCPs)

Pupils with ongoing or complex medical needs will have an IHCP

IHCPs are developed in partnership with parents/carers and relevant health professionals

Plans include:

- Medical condition and symptoms
- Medication and emergency procedures
- Daily care requirements

- Educational, social and emotional support
- Trip and off-site arrangements

### 5.3 Review of IHCPs

IHCPs are reviewed:

- At least annually
- Following any significant change (e.g. new diagnosis, hospitalisation, medication change)
- At transition points

## 6. Autism-Specific Considerations

The school recognises that autistic pupils may:

- Mask pain or distress
- Have difficulty communicating symptoms
- Experience heightened anxiety around medical procedures
- Have sensory sensitivities related to touch, taste, smell or equipment

Staff supporting medical needs will:

- Use calm, clear communication
- Allow processing time
- Involve familiar staff where possible
- Make reasonable adjustments to support dignity and emotional regulation

## 7. Medication Management

### 7.1 General Principles

The school will only administer medication where it is essential for a pupil to attend school

Medication is only administered with written parental consent

Pupils are never forced to take medication

### 7.2 Types of Medication

**Routine prescribed medication:** administered in line with authorisation forms

**Emergency medication:** administered in line with IHCPs and emergency procedures

The school does not administer alternative medicines or supplements

### 7.3 Storage of Medication

All medication is stored securely in locked cupboards or containers

Emergency medication is readily accessible while remaining secure

Medication is stored in original containers, clearly labelled

Expiry dates are checked regularly

### 7.4 Administration of Medication

Only trained and authorised staff administer medication

Two adults are present where required by school procedure

Staff check the right pupil, medication, dose, time and route

All administration is recorded accurately

## 8. Emergency Medication and First Aid Interface

Emergency medication may form part of a first aid response

Staff follow IHCPs and training when administering emergency medication

Emergency services are contacted where required

All incidents are recorded and reviewed

## 9. Educational Visits and Off-Site Activities

Pupils with medical needs have a medical risk assessment for trips

IHCPs inform planning and staffing

Staff supporting trips are trained appropriately

Emergency medication and contact details are carried

## 10. Training and Competency

Staff supporting pupils with medical needs receive appropriate training

Training is condition-specific where required

Competency is assessed and refreshed regularly

Records of training and competency are maintained centrally

## 11. Record Keeping and Information Sharing

Medication administration and medical incidents are recorded

Records are stored securely

Information is shared on a need-to-know basis

## Revision

Version Update	March 2026
Review due	March 2027
Reviewed By	Sumen Starr
Approved by Board of Trustees on	March 2026