

Supporting Pupils with Medical Needs Policy

Authorised by:	The Board of Governors of CFBL
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Frequency of review:	<u>Annually</u> or following any updates to national and local guidance and procedures if sooner
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1. Introduction

Some children have medical conditions which, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. These children may suffer, for example, from allergies, food intolerance or health problems which evolve long term (chronic illnesses).

The School believes in the social integration of children and in their success at school. However, the School will only be able to accept a child if special arrangements which do not prejudice the running of the School can be put in place by the School.

A pupils' medical questionnaire is required to be completed by parents for each child upon their first registration, via [eduka](#). Parents are required to update their declarations if and as need be and at least annually.

The school nurse is authorised to administer any medical care with parents' consent. Medications can only be administered in the case of a specific agreement made between the parents and the School ("*Projet d'Accueil Individualisé*" or "PAI"). (See below.)

This policy relates to children with ongoing medical needs as opposed to first aid needs which are covered by the School's First Aid Policy.

2. The role of the Headteacher, the Deputy to the Head of Primary or Deputy to the Head of Secondary

If the School's resources or its premises are not adequate or if the parents' demands cannot be satisfied by the School, the Headteacher or their deputies will meet with the family to try and suggest alternative arrangements.

If this assessment shows that the child can attend the School, a written agreement called "*Projet d'Accueil Individualisé*" or PAI must be prepared with the School nurse.

3. The role of the School Nurse

- Provision of on-site medical support, assessment and treatment or referral of illness and injury;
- Provision and regular checking and restocking of individual PAI
- Receiving and holding medical record about pupils and identifying medical information requiring action
- Informing and advising those staff (including canteen staff) who are entitled and need to know about risks to be avoided by particular pupils.

4. The role of the teacher

Teachers are not expected to give medication or medical care to a child (except if first aid trained or for children with a medical care plan - PAI).

5. What to do if your child has medical needs?

It is essential that the School receives sufficient and relevant information about the medical condition of any pupil with medical needs. It is the parents' responsibility to inform the School in writing of any medical needs before a child starts school, or when a pupil develops a condition. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary.

In some cases, parents may be required to reimburse the School for the cost of the special arrangements that need to be put in place as well as the cost of the teacher's training (including the cost of replacing the teacher being trained).

Projet d'Accueil Individualisé or PAI

A PAI, adapted to each medical need and each child, is written by the School nurse. The parents will provide the School nurse with the latest medical record on the condition as well as the necessary medications (if required). It must set out in detail, for the class teacher and the School staff, the condition of the child, the warning signs, the visible symptoms in case of a fit, the medical care needed as well as the measures that need to be taken to ensure the child's safety. The PAI must be signed by the parents, the Headteacher or the Deputy to the Head of Primary or Deputy to the Head of Secondary, the class teacher (or Form Teacher), the pupil's PE teacher, the Club manager and the School Nurse. In the event of the class teacher's absence, the supply teacher is committed to follow the protocol in place (i.e in primary classes, PAI are kept in a designated folder, in secondary all the PAI are available in pronote).

The nurse, teacher or other staff responsible for the child will only give medical care to the extent of their medical training. The emergency services will be contacted if the School cannot give the care required.

The PAI may have to be disclosed to the School staff if and as necessary. All members of the School staff will treat medical information confidentially.

The School is committed to ensuring the equality of opportunities in line with the Equalities Act 2010.

RELATED SCHOOL POLICIES

Child Protection and Safeguarding Policy
Attendance Policy
Administration of Medication Policy
Curriculum Policy
SEND Policy
Accessibility Plan
Anti-bullying Policy
Behaviour and Discipline Policy
Admissions Policy
Complaints Procedure
Educational Visits

This document has been drawn up under The Education (Independent School Standards) (England) Regulations 2014 and the Equality Act 2010

Last review by management, the school nurse and H&S trustees: May 2025