



Medical & Intimate Care Policy

This policy was approved at a meeting of the Full Governing Body on 23rd March 2026

Chair of Governors: Mr J Howes

Headteacher: Ms Y Nunn

Signed *Joe Howes* Chair of Governors

Signed *Chonnie Nunn* Headteacher

Review date: Spring 2027

Supporting Pupils at School with Medical Conditions

This policy was developed from the DfE statutory guidance for supporting pupils with medical conditions, April 2014.

It should be read in conjunction with the following:

Section 100 of the Children and Families Act 2014

The Equality Act 2010

SEND Code of Practice 2015

Supporting pupils at school with medical conditions: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, DfE Sept 2014

Mental Health and behaviour in schools: departmental advice for school staff, DfE November 2021

Keeping Children Safe in Education, DfE Sept 2025

Working Together to Safeguard Children, DfE 2023

Policy Statement

Hampton Primary School is an inclusive primary school that aims to support and welcome pupils with all medical conditions. Hampton Primary school aims to provide all pupils with all medical conditions the same opportunities as others at school. We ensure our staff understand their duty of care to children and feel confident in knowing what to do in the event of an emergency.

We understand that certain medical conditions are serious and can be potentially life threatening particularly if ill-managed or misunderstood, and understand the importance of medication being taken as prescribed.

Our staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils.

Staff are made aware of health & safety protocol and child protection guidelines when supporting children with medical needs and when providing support with administering or taking medication, along with the above guidance.

Pupils with Medical Conditions

Pupils at Hampton Primary School with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The governing body ensures that arrangements are in place in school to support these pupils.

The school's SENCO/Inclusion Lead and Early Years SENCO will consult with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

The governing body ensures that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Mr Walsh (KS1/KS2 SENCO/Inclusion Lead) and Mrs Finch (Early Years SENCO) have overall responsibility for ensuring that sufficient staff are suitably trained, that all relevant staff will be made aware of the child's condition, cover arrangements in case of staff absence or staff turnover to ensure someone is always available, risk assessments for school visits and other school activities outside of the normal timetable. All medical care plans, risk assessments and individual healthcare plans are kept securely in class teacher's cupboard for all staff covering/supporting class to access. **Mrs Guise (SEN & Welfare Assistant) and Mrs Sinclair (Support Staff Manager)** assist in monitoring and planning training.

Procedure When Notification is Received That a Pupil has a Medical Condition

Hampton Primary School ensures that the school's policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition. Procedures are also in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupils' needs change and arrangements for any staff training or support. For children starting at a new school, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

Individual Healthcare Plans

The school's policy covers the role of individual healthcare plans. **Mr Walsh, Mrs Finch and Mrs Guise** are responsible for their development in supporting pupils at school with medical conditions.

Individual healthcare plans help to ensure Hampton School effectively supports pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. However, not all children will require one. School care plans are normally only prepared for potentially life-threatening conditions or where staff are required to provide regular support with personal care.

Plans are drawn up and agreed in partnership between the school, parents, and occasionally, a relevant healthcare professional, where available. Plans are signed by the school SENCO, parents and healthcare professionals when required. Healthcare professionals provide all diabetes care plans which are only prepared by the NHS Diabetic team. Also, care plans for epilepsy and EpiPen/Adrenaline Auto Injector use for anaphylaxis medication is always based on information and guidance obtained from professionals using their specific instructions. Care plans are reviewed and updated annually but are also amended when necessary or when additional information becomes available. **(See appendix C for process and Appendix D for template).**

Hampton Primary School ensures the roles and responsibilities of those involved in the arrangements to support pupils at school with medical conditions are clearly identified. These are set out in the statutory guidance.

Staff Training and Support

Training is provided where necessary to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions and to fulfil the requirements as set out in individual healthcare plans. They will have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. Additionally, basic first aid training is provided to most support staff by qualified trainers including an awareness of how to support pupils with asthma. Additional training will be arranged for staff who support pupils with specific medical conditions and to administer their medication when necessary to ensure adequate support is always available.

Administration – Emergency Medication

All pupils at Hampton school with medical conditions are supported by staff to have access to their emergency medication and where able, manage their own medical needs. Medications are kept in a safe and secure place out of easy reach of children for health and safety reasons but is always readily available should the need arise.

With parental agreement, children who are competent are encouraged to take responsibility for managing their own medicines and procedures, under supervision.

Children with diabetes, epilepsy, anaphylaxis or other potentially life-threatening conditions, have a school care plan setting out the procedure for emergencies. Support staff have a greater awareness of their needs, including ensuring the safe keeping of medication which is available to staff and children when needed and where it is kept, that emergency procedures are followed and children with asthma use their inhalers correctly.

Medical and Allergy Condition

When a child joins the school, parents are asked to provide pupil's medical details and dietary requirements including intolerances and allergies within the school admission form on page 2. From this information the school creates a Medical and Allergy condition register which informs all staff including kitchen staff. The school's medical records are regularly updated and this register is updated annually or when new information is supplied or made available. Additional information and copies of documentation from medical professionals may be required to ensure accurate records are maintained.

Asthma

The School recognises that immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. All children should have an awareness of how to use their inhaler correctly at this point. The reliever inhalers of younger children are kept in the classroom in a labelled container. The school regularly checks that inhalers are in date and will notify parents if they have expired.

All inhalers are labelled with the child's name by the parent. School staff are not required to administer medication to children except in an emergency, however many of our staff are happy to do this and can support younger children when required. School staff who agree to do this are insured when acting in accordance with this policy. **All staff will let children take their own medication when they need to. (For further information see the school Asthma policy)**

Managing Medicines on School Premises

The governing body ensure Hampton School's policy and procedures are clear about the procedures about managing medicines. They reflect the following details:

Medicines will only be taken to school when essential; that is where it would be detrimental to a child's health, if the medicine were not administered during the school day. School will only accept medicines that have been prescribed by a doctor, nurse, dentist or pharmacist prescriber. The medicines will need to be provided in the original container as dispensed by a pharmacist and include the prescriber's instruction for administration. Where appropriate, medicines should be prescribed in dose frequencies which enable them to be taken outside of the school hours. It should therefore be only necessary for one dose to be administered in school.

Medication kept in school is checked regularly and should be collected by parents when no longer needed and will be returned to parents. School staff will contact parents to request replacement medication when nearing expiry date or when out of date and either taken regularly (for example ADHD) or kept for emergency (for example EpiPens for Anaphylaxis) or in connection with care plans (for example epilepsy seizures & diabetes). Out of date medication will usually be returned to parents to be disposed of safely as the school will not be responsible for disposing of medication when no longer required particularly if containing needles.

Record Keeping

Written records are kept of all medicines administered to children. A pink medicine record form must be completed by the parent/carer and submitted to the school office with the medication including dose and reason for administering. A confirmation slip (Appendix E) of medication given, will be sent home to parents/carers.

Two members of staff check the correct medication dose is taken by children and sign the reverse of the pink medicine form when medication is given to children.

Emergency Procedures

The governing body ensures that Hampton School's policy sets out what should happen in an emergency situation. As part of general risk management processes the school have arrangements in place for dealing with emergencies. Where a child has an individual healthcare plan, this clearly defines what constitutes an emergency and explains what to do, including all relevant staff are aware of emergency symptoms and procedures. LSAs in the school will know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany the child to hospital by ambulance. Hampton School understands the local emergency services cover arrangements and that the correct information is provided for navigation systems.

School staff will provide emergency services with all relevant information including any known allergies, medication taken and medical conditions.

Day Trips, Residential Visits and Sporting Activities

Hampton Primary school's arrangements are clear and unambiguous for supporting pupils with medical conditions to participate in school trips and visits, or in sporting activities, and does not prevent them from doing so. Risk assessments may be put in place to ensure the child's needs are met outside of school with specific staff named to take care of the child's needs and provide relevant support.

School Medication

The school holds a limited amount of liquid paracetamol such as Calpol or similar which can be administered as a last resort in one-off exceptional circumstances, subject to the request and consent of the child's parent/carer. Verbal consent must be witnessed by two members of staff and the school record or pink form completed & signed accordingly.

Pupil absence due to medical appointment with GP, Hospital, Dentist

- Parents will be expected to notify the school office of any planned absence for their child due to a medical appointment and provide evidence being either a copy of the appointment letter, text, e-mail etc
- Children will be expected to attend school either before and/or after the appointment unless a procedure is carried out making this not possible. Parents will need to inform the school office so children receive the correct mark in the class register for their absence.
- Where possible parents and carers should try to arrange these appointments outside of school hours.

Pupil absence due to genuine illness or injury

- When a child is unwell through sickness, vomiting or diarrhoea they will be sent home and parents will be contacted to collect their child.
- Children who have been sick, vomited or suffering from diarrhoea will need to remain away from school for a period of 48 hours after the last episode (see NHS and DFE for further advice). If however your child has been sick due to coughing (Phlegm or bile) they only need to stay of for 24 hours since the last episode.
- Children suffering from flu should remain away from school until well enough to return following medical advice/guidelines.
- Children taking Antibiotics can usually return to school when well enough, depending on the reason, and the medication can be taken during the school day following the prescriber's directions. Parents will need to complete a pink medicine form (see Appendix 3) and hand the medication to the school office.
- Children suffering Tonsillitis may return to school once well enough dependent on whether the condition is 'Viral' (contagious) or 'Bacterial' (not contagious).
- It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In majority of cases a parent's explanation that their child was ill can be accepted without question or concern. However, in exceptional circumstances further evidence of a child's illness will be requested if they have any concerns about high levels of absence due to illness.

These scenarios would be:

- Attendance is less than 90%
- There are frequent sporadic absences due to reported illness
- The same reasons for absence are frequently repeated
- When there is reason to suspect a term time holiday has been taken

Most children can continue to attend school when suffering a minor cold or cough, but children running a temperature or becoming increasingly unwell may need to be sent home and staff will contact parents for advice or to arrange for the child to be collected from school.

The school can usually cater for children with a broken limb and using a wheelchair, crutches, sling etc by adapting the school day and staff supporting use of the disabled toilet when necessary, preparing a risk assessment and if appropriate an intimate care plan. Parents should contact Mr Walsh (Inclusion Lead) or Mrs Finch (Early Years SENCO) to make appropriate arrangements for the child's return to school.

Periods of absence of five (5) consecutive school days or more will require a copy of the medical note issued by the GP, Hospital or Dentist. A home visit will be necessary if there has been no communication or medical evidence provided after this period.

Children with Chickenpox, Measles, Mumps or other contagious virus should follow NHS guidance, but in many/some cases children are contagious before the spots appear as well as when spots are visible.

Parents should follow recommended guidance to avoid spreading illness, virus etc in school to other children and staff some of whom are vulnerable and therefore more susceptible to illness.

The school promotes attendance by all children at school and encourages parents to send children every day to school (see Attendance Policy). However, when a child is clearly unwell, parents should follow medical advice and keep the child at home to recover, so they are well enough to return and be ready and able to learn.

School staff including the Attendance Officer and Family Liaison Officer (FLO) may contact parents of children who regularly require time away from school due to illness to obtain additional information and discuss options and ways of supporting both children and parents with increasing attendance at school.

Intimate Care

This section of the policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Children with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved
- Staff will maintain accurate records including using CPOMS when necessary and all occasions where intimate care has been carried out will be logged on an Intimate Care Record Sheet to be checked by the SENCO/Inclusion Lead or Early Years SENCO
- Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.
- This policy complies with statutory safeguarding guidance.

Role of Parents

Seeking Parental Permission

For children whose intimate care needs are complex, an intimate care plan will be created in collaboration with parents and school staff (Appendix A and B).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the child's comfort and welfare will be considered and a decision will be made by a member of the senior leadership team whether the procedure will be completed in the absence of parental permission. The school will inform parents afterwards of the intimate care carried out. The record will be shared with the pupil's parents.

Creating an Intimate Care Plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and consider their preferences to ensure the delivery of intimate care is as comfortable and appropriate as possible, dealing with the pupil's intimate care needs sensitively.

The intimate care plan will be reviewed annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs. (See appendix A and B for template).

Sharing Information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

The school will adhere to the Government Data Protection guidelines and the school's policy.

Role of Staff

Which Staff Will be Responsible

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

How Staff Will be Trained

Staff will receive:

- Training in the specific types of intimate care they undertake if necessary
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The pupil's intimate care plan
- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures
- They will also be encouraged to seek further advice as needed.

Training is usually provided by a qualified trainer or medical practitioner although in some cases parents will undertake this role.

Intimate care procedures

How procedures will take place:

Two members of staff must be present at all times during the completion of intimate care procedures and this will be indicated in the pupil's intimate care plan.

The term *present* means both staff members are physically at the point of care and actively supervising the procedure, not simply in the same room but elsewhere.

Procedures will be carried out in designated areas such as the Early Years/KS1 toilet area, medical room, or medical room toilet area. All occasions where intimate care has been carried out will be logged on an Intimate Care Record sheet.

Staff will use appropriate protective equipment (gloves, aprons) and follow hygiene and safeguarding protocols.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, wet wipes, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day. Contaminated waste will be disposed of by members of staff in clinical waste bins provided on school site.

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this via the schools safeguarding procedure (CPOMs) to the school DSLs. If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the headteacher/DSLs and record this following the school's safeguarding procedures.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be reallocated to another member of staff and the allegation will be reported to and investigated by the headteacher (or DSL in headteachers absence) with liaison with LADO if necessary, in line with the school's safeguarding procedures and policy.

Monitoring arrangements

This policy will be reviewed by the school SENCOs annually. At every review, the policy will be approved by the governing body.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Asthma
- First Aid
- Risk Assessments
- Attendance
- GDPR & Data Protection
- Privacy Notice

Appendix A: Intimate Care Plan

Appendix B: Parent/Carer consent form for intimate care

Appendix C: Model process for developing individual healthcare plans

Appendix D: Healthcare plan

Appendix E: Medicine record

Appendix F: Asthma record

Appendix G: Administered Medicine Confirmation

Appendix A: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

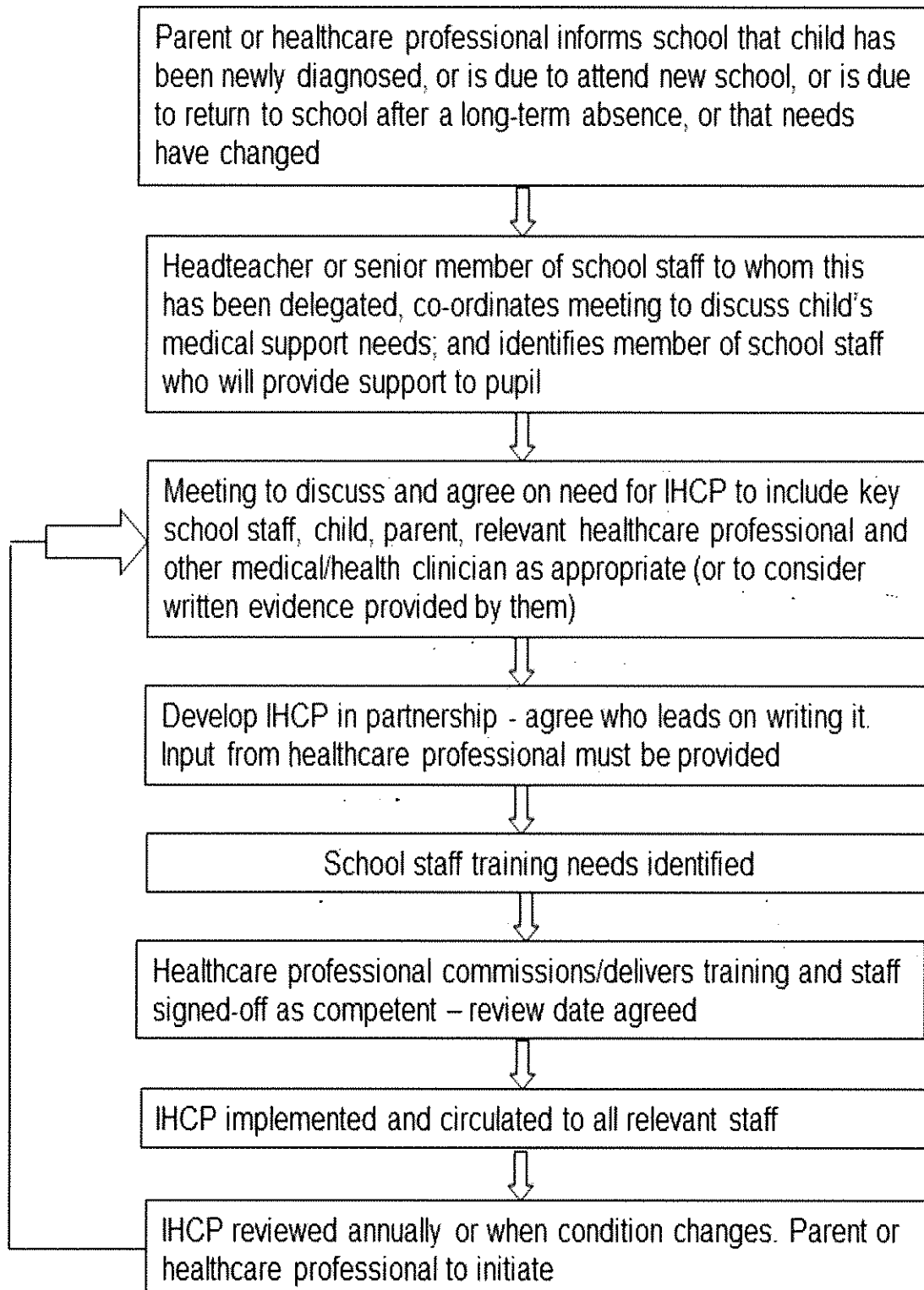
To be reviewed by:

Appendix B: template parent/carers consent form (included in school pack)

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	



APPENDIX D – HEALTHCARE PLAN

HAMPTON PRIMARY SCHOOL

HEALTHCARE PLAN (for pupils with medical conditions at school)

Pupils Name		
Date of birth: male <input type="checkbox"/> female <input type="checkbox"/>		
Class:		
LSA:		
Member of staff responsible for Home-school communication:		
Pupil's address :		
Post code		
Family contact (1)	Phone (day)	
Name:	Mobile	
Relationship with child:		
Family contact (2)	Phone (day)	
Name:	Mobile	
Relationship with child		
GP: Dr	Phone:	
Specialist contact:	Phone	

MEDICAL CONDITION INFORMATION

<p><u>Medical condition:</u></p> <p><u>Signs and symptoms of condition</u></p>
<p><u>Medication (as described on the container)</u></p> <p><u>At Home:</u></p> <p><u>In school:</u></p> <p><u>Separate protocol:</u></p>

What to do

WHAT TO DO IN AN EMERGENCY

Self-administration: can the pupil administer the medication themselves?
 yes no yes, with supervision by
Staff members name:

Is there any other follow-up care necessary?

Who should be notified?
 Parents specialist GP

Members of staff trained to administer medications for this pupils

Any other information

Parental agreement
I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.
Parent/Carer _____ Date _____
Headteacher/Inclusion Manager _____ Date _____
Health Professional: _____ Date _____
Review Date: _____

Appendix E

HAMPTON PRIMARY SCHOOL – MEDICINE RECORD (NOT INHALERS)

A BLUE 'ASTHMA' FORM SHOULD BE COMPLETED FOR ASTHMA INHALERS

To be completed by the Parent/Guardian. If more than one medicine is to be given, a separate form should be completed for each medicine.

CHILD'S NAME.....

CLASS TEACHER.....

NAME OF MEDICINE.....

HOW MUCH MEDICINE TO GIVE (i.e. dose).....

WHEN TO BE GIVEN.....

MEDICATION START DATE..... **END DATE**.....

Medical condition or reason for requiring medication during school day:

.....

Any other instructions and particular circumstances requiring medication:

.....

DECLARATION

I request that the above medication to be given in accordance with the above information by a responsible member of the school staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with medicines in properly labelled containers and in accordance with the school's medical policy. (see reverse of form)

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent, and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signed.....**date**.....

(Parent/Guardian)

Telephone No. of parent or adult contact.....

PLEASE RETURN THIS COMPLETED FORM TO THE SCHOOL OFFICE WITH YOUR CHILD'S MEDICATION CLEARLY LABELLED WITH YOUR CHILD'S NAME AND CLASS. MEDICATION CAN BE COLLECTED FROM THE SCHOOL OFFICE AT THE END OF THE SCHOOL DAY. PLEASE COLLECT UNUSED MEDICATION WHEN THE COURSE IS COMPLETED. THANK YOU.

**Appendix E
HAMPTON PRIMARY SCHOOL – MEDICINE RECORD (NOT INHALERS)**

A BLUE 'ASTHMA' FORM SHOULD BE COMPLETED FOR ASTHMA INHALERS

To be completed by the Parent/Guardian. If more than one medicine is to be given, a separate form should be completed for each medicine.

CHILD'S NAME.....

CLASS TEACHER.....

NAME OF MEDICINE.....

HOW MUCH MEDICINE TO GIVE (i.e. dose).....

WHEN TO BE GIVEN.....

MEDICATION START DATE..... **END DATE**.....

Medical condition or reason for requiring medication during school day:

.....

Any other instructions and particular circumstances requiring medication:

.....

DECLARATION

I request that the above medication to be given in accordance with the above information by a responsible member of the school staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with medicines in properly labelled containers and in accordance with the school's medical policy. (see reverse of form)

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent, and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signed.....date.....
(Parent/Guardian)

Telephone No. of parent or adult contact.....

PLEASE RETURN THIS COMPLETED FORM TO THE SCHOOL OFFICE WITH YOUR CHILD'S MEDICATION CLEARLY LABELLED WITH YOUR CHILD'S NAME AND CLASS. MEDICATION CAN BE COLLECTED FROM THE SCHOOL OFFICE AT THE END OF THE SCHOOL DAY. PLEASE COLLECT UNUSED MEDICATION WHEN THE COURSE IS COMPLETED. THANK YOU.

FOR OFFICE USE:

Pupils Name:		Class:
Asthma attack may be triggered by:		
Allergy to:		
Signs & symptoms:		
Care Plan in place: Yes/No		
Action to be taken, medication to be given & where kept:		
Persons authorised to administer medication:		
Recorded in pupil records	initials	date
Blue form passed to Mrs Guise		
Sims updated		
Allergy/Medical List updated		
Asthma Register updated		
Class Teacher informed		
Form copied for class teacher		
Inhaler received		
Spacer received		
Expiry date checked		
Labelled with name & class		

Date:

Childs Name Class:

The above child received the following medication/used their inhaler today:

Medication (Name & amount)

At (time) today.

Comments:

Staff Name: Signed

If you would like any further information please contact the school office.