STANBURN PRIMARY SCHOOL

Children with Medical and/or Intimate Care Needs Policy

Committee Responsible:	**Full Governing Body**
Review Date:	**June 2026**
Reviewed By: (Committee Name)	**Full Governing Body**
Next Review Date:	**June 2027**
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Children with Medical and/or Intimate Care Needs

1. Aims

At Stanburn Primary School we are committed to ensuring that all pupils with medical conditions and intimate care needs are fully supported so they can access education safely, participate in school life and achieve their potential. The school recognises that medical conditions may include mental health needs and will ensure appropriate support is provided.

The school aims to:

- support pupils with medical conditions effectively
- safeguard pupils' dignity, wellbeing and independence
- provide intimate care respectfully and sensitively
- ensure pupils can participate fully in school activities wherever reasonably possible
- minimise disruption to education caused by medical needs
- work in partnership with parents/carers and healthcare professionals
- ensure staff receive appropriate training
- comply with safeguarding, equality and health and safety responsibilities

2. Legislation and Guidance

The school will not discriminate against pupils with medical conditions or disabilities and will make reasonable adjustments in accordance with the Equality Act 2010.

This policy is based on:

- Children and Families Act 2014
- Equality Act 2010
- Data Protection Act 2018
- SEND Code of Practice
- Department for Education statutory guidance: *Supporting Pupils at School with Medical Conditions*

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- SEND Policy
- Attendance Policy
- First Aid Policy
- Accessibility Plan
- Health and Safety Policy
- PSHE policy

3. Definitions

Medical Conditions

Medical conditions may be:

- physical or mental
- short-term or long-term
- requiring medication, monitoring or emergency support

This includes conditions such as:

- asthma
- epilepsy
- diabetes
- allergies and anaphylaxis
- continence needs
- mental health conditions

Intimate Care

Intimate care includes:

- toileting support
- continence care
- changing nappies or pull-ups
- menstrual hygiene support
- dressing and undressing
- washing or cleaning intimate areas
- application of topical medicines (e.g. sun creams, eczema creams)

Intimate care will always be carried out in a way that protects the child's dignity, privacy and wellbeing.

4. Roles and Responsibilities

The Governing Body

The Governing Body will ensure that:

- arrangements are in place to support pupils with medical conditions and intimate care needs
- sufficient staff receive suitable training
- pupils are able to access education safely and inclusively
- policies are reviewed regularly

The Headteacher

The Headteacher will ensure that:

- this policy is implemented effectively
- staff understand their responsibilities

- sufficient trained staff are available
- healthcare plans are developed where appropriate
- relevant information is shared appropriately

Inclusion Leader / SENDCo

The Inclusion Leader will:

- coordinate provision for pupils with medical needs
- liaise with parents/carers and professionals
- oversee Individual Healthcare Plans
- support reintegration following absence
- monitor educational access and attendance

Welfare Team

The Welfare Team will:

- maintain medication records
- oversee safe storage of medicines
- support pupils with medical needs
- maintain welfare and intimate care logs
- liaise with parents/carers where appropriate

Staff

Staff will:

- follow this policy and Individual Healthcare Plans
- undertake relevant training
- maintain confidentiality
- promote pupils' dignity and independence
- report concerns in line with safeguarding procedures

No member of staff is required to administer medication unless they have agreed to do so. (Over-the-counter medication, such as Calpol, eye drops and Piriton, may be administered by trained staff with parental consent.)

Parents and Carers

Parents/carers will:

- provide accurate medical information
- ensure medication is in date and clearly labelled
- provide spare clothing, nappies or continence products where required
- inform the school of any changes to medical needs

- complete and sign the relevant medical and/or intimate care consent forms.

Pupils

Pupils will be encouraged, where appropriate, to:

- manage aspects of their care independently
- communicate when support is needed
- participate in decisions about their support arrangements

5. Admissions and Inclusion

The school will not deny admission to a pupil with a medical condition unless the school is unable to meet the child's needs safely, even after reasonable adjustments have been considered.

Reasonable adjustments will be made to enable pupils to participate fully in:

- lessons
- educational visits
- PE and sporting activities
- extracurricular activities

Risk assessments will be completed where appropriate.

6. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) will be developed for pupils with significant, complex or long-term medical needs where appropriate.

Plans will be developed in partnership with:

- parents/carers
- healthcare professionals
- relevant school staff
- the pupil, where appropriate

Plans may include:

- details of the condition
- symptoms and triggers
- medication requirements
- dietary needs
- intimate care arrangements
- emergency procedures

- educational adjustments
- arrangements for trips and activities
- staff responsibilities

IHPs will be reviewed annually or sooner if needs change.

7. Managing Medicines

Medicines will only be administered at school where it would be detrimental to a child's health or attendance not to do so.

The school will only accept medicines that are:

- prescribed
- in date
- labelled
- provided in the original packaging, including the manufacturer's instructions for administration.

Written parental consent is required before medication is administered.

The school will:

- maintain records of medication administered
- store medication safely
- ensure emergency medication is readily accessible
- ensure relevant staff receive appropriate training

Emergency medication such as:

- asthma inhalers
- adrenaline auto-injectors
- blood glucose testing equipment

must be readily available and not locked away.

Pupils will be supported to self-administer medication where appropriate.
No child under 16 will be given medicine containing aspirin unless prescribed by a doctor.
Parents/carers are responsible for collecting expired or unused medicines.
Staff providing first aid will do so in accordance with the school's First Aid Policy.
Sharps will be disposed of safely in appropriate sharps containers where required

8. Intimate Care

The school recognises that some pupils may require support with intimate care on either a

temporary or long-term basis.

All intimate care will:

- be carried out sensitively and professionally
- respect the child's dignity and privacy
- promote independence wherever possible
- follow safeguarding procedures

Where possible:

- another adult will be aware that intimate care is taking place
- two adults will be present where direct physical support is required

Staff will:

- wear appropriate protective equipment
- follow hygiene procedures
- maintain records where appropriate
- report safeguarding concerns immediately

Staff will be culturally sensitive and respectful of individual privacy.
Parents/carers will be informed where intimate care is provided unexpectedly or in an emergency.

9. Safeguarding

Supporting pupils with medical conditions and intimate care needs is a safeguarding responsibility.

All staff supporting pupils with medical or intimate care needs:

- will receive safeguarding training
- will be subject to enhanced DBS checks where appropriate
- must follow the school's safeguarding procedures

Any concerns relating to:

- bruising
- marks
- injuries
- changes in presentation
- possible neglect or abuse

must be reported immediately to the Designated Safeguarding Lead (DSL).

10. Educational Provision and Absence

The school will minimise disruption to education caused by medical needs wherever possible.

Where a pupil is absent due to medical needs:

- learning support will be arranged where appropriate
- liaison will take place with relevant agencies
- reintegration support will be planned following extended absence

Appropriate technology may be used to support continuity of learning during periods of absence.
The Inclusion Leader will coordinate support where absences become prolonged or recurring.

11. Educational Visits and Physical Activity

Pupils with medical conditions and intimate care needs will be encouraged to participate fully in:

- school visits
- residential visits
- PE lessons
- sporting activities
- extracurricular activities

Reasonable adjustments will be made unless medical advice states participation is not safe.
Risk assessments will be completed where appropriate.

12. Emergency Procedures

Where a pupil has an Individual Healthcare Plan, emergency arrangements will be clearly recorded.

Relevant staff will be informed of:

- emergency symptoms
- emergency procedures
- emergency medication arrangements

If emergency medical treatment is required:

- emergency services will be contacted where necessary
- parents/carers will be informed immediately
- a member of staff will remain with the child until responsibility is transferred appropriately

13. Unacceptable Practice

The following practices are not acceptable:

- preventing pupils from accessing food, drink or toilets when needed
- excluding pupils from activities unnecessarily

- sending pupils home frequently because of a medical condition
- leaving unwell pupils unattended
- requiring parents/carers to routinely attend school to administer medication or provide intimate care
- penalising attendance related to medical appointments or illness

14. Record Keeping and Confidentiality

The school will maintain appropriate records relating to:

- Individual Healthcare Plans
- medication administration
- staff training
- intimate care support
- medical incidents

Records will:

- be stored securely
- be shared only with relevant staff
- comply with data protection legislation

The school uses Medical Tracker to record and manage medical incidents, medication administration, intimate care records and staff training

15. Training

Staff supporting pupils with medical conditions and intimate care needs will receive appropriate training.

Training may include:

- administering medication
- use of adrenaline auto-injectors
- diabetes management
- epilepsy awareness
- continence care
- moving and handling
- safeguarding

Training will be refreshed regularly and recorded appropriately.

16. Monitoring and Review

This policy will be reviewed annually by the Governing Body or sooner if:

- legislation changes
- guidance is updated
- school procedures change

The school will monitor the effectiveness of this policy to ensure pupils are supported safely, appropriately and inclusively.

Appendix 1

Procedure for Changing Soiled or Wet Clothing

Where a child is heavily soiled or distressed, parents/carers may be contacted and given the option to attend school to support their child.

Staff should:

1. Inform another member of staff that intimate care is taking place.
2. Ensure the child's privacy and dignity are maintained.
3. Wear disposable gloves and protective apron where appropriate.
4. Encourage the child to remove clothing independently where possible.
5. Provide support only where necessary.
6. Encourage the child to clean themselves using wipes where appropriate.
7. Provide clean clothing supplied by parents/carers or school spare clothing if required.
8. Place soiled clothing in a sealed plastic bag for return home.
9. Ensure the child washes their hands thoroughly.
10. Dispose of protective equipment safely.
11. Wash hands thoroughly.
12. Record the care provided in the welfare/intimate care log where appropriate.

Appendix 2

Procedure for Changing Nappies or Pull-Ups

Where a child is heavily soiled or distressed, parents/carers may be contacted and given the option to attend school.

Staff should:

1. Inform another member of staff that intimate care is taking place.
2. Ensure privacy while maintaining safeguarding arrangements.
3. Wear disposable gloves and protective apron.
4. Encourage the child to participate as independently as possible.
5. Remove the soiled nappy or pull-up safely and hygienically.
6. Clean and dry the skin thoroughly using appropriate wipes.
7. Apply a clean nappy or pull-up securely.
8. Support the child with dressing where required.

9. Dispose of waste appropriately using sealed bags and designated bins.
10. Ensure both staff and child wash hands thoroughly.
11. Record the care provided in the welfare/intimate care log where appropriate.

Appendix 3

Individual Healthcare Plan Template

CHILD'S NAME:		**CLASS:**	
DATE OF BIRTH:		**DATE:**	

Condition.
Signs & symptoms of the condition.
Individual medical requirements
Steps to manage the condition & overcome any barriers to learning.
Support for educational, social & emotional needs (including additional time for exams, rest periods or additional support).
Level of support (indicate if the child self-medicates).
Responsibility for implementing the plan (who covers in their absence).
Health Care Professionals involved (eg Diabetic Nurse).
Plan distributed to:
• Class Teacher ☑ • Welfare staff ☑ • TA ☑
Who to contact and what to do in an emergency.
• Father • Mother • Hospital

Appendix 4

Parental Consent for Administration of Medication in school

NAME OF CHILD: ……CLASS: ……..

DATE OF BIRTH: ……..

Name of Medication	Dosage	Instructions- When to administer the medication and how often

I ……. (print name of parent/carer)

consents to the administration of the above named Medication to:

Name of child: ……..

Signed (Parent/Carer): ……

Date: ……..

Daytime telephone number: ……..

Appendix 5

Intimate Care Record

All intimate care is recorded on **Medical Tracker**, and parents/carers are notified following any recorded incident.

Appendix 6

Staff Training Record

Records of staff trained in paediatric first aid are maintained on **Medical Tracker**, which is used to monitor and track staff medical training.