

Central Primary School



NPT Guidance Health Care Policy March 2026

Head Teacher Signature

Chair of Governor Signature

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1. Key Principles

Central Primary School is committed to ensuring that all learners with healthcare needs are fully supported to access education, including participation in offsite activities and physical education.

We work collaboratively with parents, carers, learners, and relevant professionals to understand and meet each learner's healthcare needs. Learners are supported to develop confidence and independence in managing their own needs where appropriate.

All staff have access to training relevant to supporting healthcare needs. The school fully upholds the principles of the United Nations Convention on the Rights of the Child (UNCRC), ensuring that all learners are entitled to a full education.

We consider the impact of healthcare needs on education, attainment, and well-being, ensuring all learners have equal access to opportunities. Reasonable adjustments under the Equality Act 2010 are made to avoid discrimination.

2. Legal Requirements

Central Primary School follows Welsh Government statutory guidance **Supporting Learners with Healthcare Needs** (215/2017). Our duties fall under:

- Section 175 of the Education Act 2002 (promoting welfare)
- Section 19(1) of the Education Act 1996 (suitable education for those unable to attend)
- Equality Act 2010 (reasonable adjustments)
- GDPR 2018 (management of sensitive information)
- Well-being of Future Generations (Wales) Act 2015

The school works closely with Neath Port Talbot Council to meet these duties.

3. Roles and Responsibilities

Central Primary School and Governing Body:

Central Primary School is responsible for:

- Creating and implementing a school healthcare policy

- Ensuring staff receive suitable training
- Developing accessible environments
- Maintaining strong communication with parents/carers
- Creating, monitoring, and reviewing IHPs

4. Creating an Accessible Environment

We ensure that:

- Learners with short-term and long-term needs are supported
- Adjustments are made to physical environments, activities, and teaching where possible
- Barriers to participation are minimised

a) Offsite Activities

We make reasonable adjustments to ensure all learners can participate safely. Relevant information is shared with providers.

b) Social Interactions

Learners with healthcare needs are included in all aspects of school life. Staff promote an inclusive ethos.

c) Exercise and Physical Activity

Adjustments are made to ensure safe participation in physical education and sport.

d) Food Management

Dietary requirements and allergens are carefully managed. Requirements are detailed in the learner's IHP.

e) Risk Assessments

Individual risk assessments are completed for learners with specific needs.

5. Sharing of Information

The school's healthcare policy is accessible to all stakeholders. GDPR procedures ensure safe and appropriate sharing of information.

Information may be shared through:

- MyConcern
- Staff briefings

Parental consent is always sought for all sharing of medical information.

6. Procedures and Record Keeping

We maintain:

- Emergency contact details
- Parental consent forms
- Headteacher authorisations
- Medication storage records
- Administration logs
- Incident reports
- Training records
- MyConcern Logs

Outdated forms are shredded and replaced following any changes.

7. Storage, Access and Administration of Medication and Devices

a) Supply

Parents must provide medication in original, pharmacy-labelled packaging.

b) Storage & Disposal

- Emergency medication is accessible at all times
- Non-emergency medication is stored in the classroom First aid bags

- Controlled drugs follow additional security measures
- Medication no longer required is returned to parents

c) Administration

- Requires written consent for learners under 16
- Aspirin is prohibited unless prescribed
- Staff must follow IHP instructions
- Refusals must be recorded and parents informed

d) Offsite Activities

Staff must carry all necessary medication and actions must align with the learner's IHP.

8. Emergency Procedures

Staff must:

- Call 999 immediately in emergencies
- Provide clear details to emergency services
- Remain with the learner until a parent arrives

The IHP outlines what constitutes an emergency and what actions to take.

9. Training

The school ensures:

- Sufficient trained staff are available
- Training is tailored to individual needs
- Training logs are maintained
- All staff receive general awareness training

Areas of training include asthma, epilepsy, diabetes, allergies, anaphylaxis, and use of medical devices.

10. Reviewing Policies, Arrangements and Procedures

The school healthcare policy is reviewed every three years.

- IHPs are reviewed regularly and following changes in diagnosis, incidents, or transitions

Updated plans are shared securely with relevant staff.

11. Insurance Arrangements

The school ensures adequate insurance cover for all healthcare-related activities, including medication administration and intimate care. Policies are reviewed annually.

12. Complaints Procedure

Concerns should be raised in the following order:

1. Class teacher
2. Senior leadership team
3. Formal complaint to the headteacher
4. Governing body
5. Local authority (if unresolved)

Disability discrimination complaints may be taken to the Education Tribunal for Wales.

13. Individual Healthcare Plans (IHPs)

IHPs include:

- Description of condition and symptoms
- Medication requirements
- Emergency procedures
- Roles and responsibilities
- Consent and review procedures

IHPs are reviewed at least annually.

14. Unacceptable Practice

It is unacceptable to:

- Restrict school attendance due to healthcare needs
- Deny access to medication
- Generalise treatment for all learners with the same condition
- Ignore learner or parent views
- Send learners home unnecessarily
- Penalise attendance related to healthcare needs
- Prevent participation in activities

Contact Details

****Central Primary School****

Healthcare Lead: *Mrs. J James*

School Office: *01639 882866*

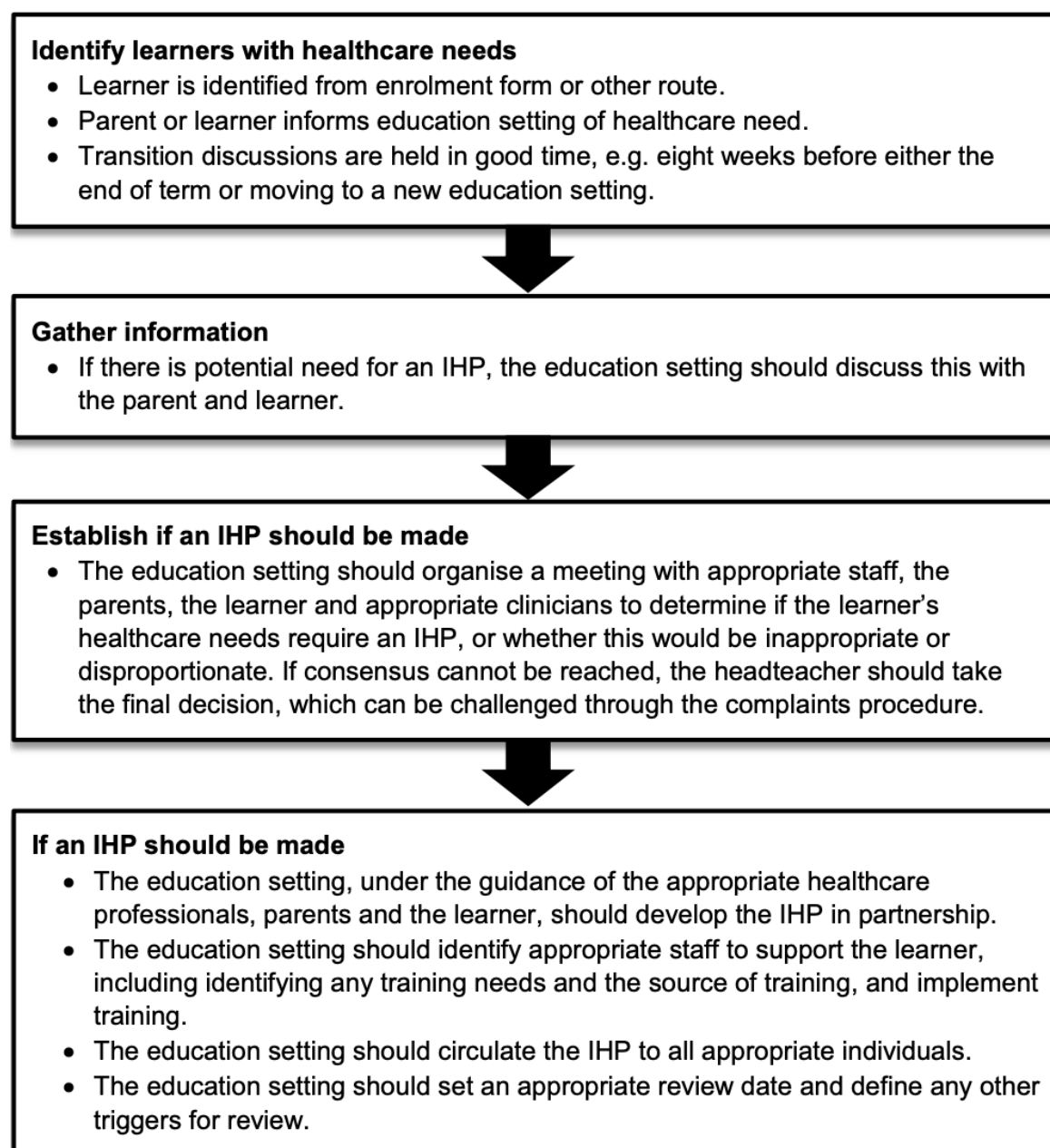
Appendices

- Appendix 1: IHP Process Guidance
- Appendix 2: IHP Proforma

Appendix 1: Individual Healthcare Plan (IHP) Process

IHPs set out what support is required by a learner. They do not need to be long or complicated.

The following diagram outlines the process for identifying whether an IHP is needed.



Appendix 2: Healthcare Plan



Neath Port Talbot
Castell-nedd Port Talbot

County Borough Council Cyngor Bwrdeistref Sirol

Making a difference Gwahaniaeth i'r gwell

HEALTHCARE PLAN

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Contact member of staff

Family Contact Information

Name

Phone No (work)

(home)

(mobile)

Name

Phone No (work)

(home)

(mobile)

Appendix 3: