
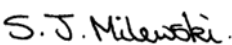


Supporting Pupils with Medical Needs Policy

Valley Primary School



POLICY APPROVAL

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| Date of Policy issue: | September 2024 |
| Date of Next Review: | September 2025 |
| Signature: |  Amarjot Butcher. Chair of Local Governing Body. |
| Signature: |  Susan Milewski. Headteacher. |
| Date of Signatures: | 02.10.2024 |



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September 2024

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1. Policy Aims and Objectives

This policy is implemented by all staff within school under the guidance of the Headteacher, who is the named member of staff responsible for ensuring this policy is appropriate and implemented correctly.

This school is an inclusive community that supports and welcomes pupils with medical conditions.

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents/carers.
- Pupils and parents/carers feel confident in the care they receive from this school and the level of care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs; our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEND) and may have an Education, Health and Care Plan (EHCP). For children with SEND, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

This school's medical conditions policy is drawn up in consultation with a wide range of stakeholders within both the school and health settings.

- Stakeholders include pupils, parents/carers, school nurse, school staff, governors and relevant local health specialists.

The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

- Pupils, parents/carers, relevant local healthcare staff and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.



2. Staff Training

All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHP) which explains what they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing within emergency care settings.
- This school makes sure that all staff providing support to a pupil has received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer.
- This school chooses to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.
- This school chooses to hold an additional auto-immune injector (epipen) in line with care plan (IHP).

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least annually. School nurses will provide annual training for common conditions: e.g., asthma, allergies and epilepsy.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

3. Administering Medication

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

If a child is taking a prescribed medicine, it is the parent/carer's responsibility to come to school and administer the medicine.

- In exceptional circumstances, e.g. if antibiotic medicine has to be taken four times a day, school will administer the prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are kept in the school office.
- All prescribed and non-prescribed medicines that are due to be administered must be passed to the school office.



- Records will be kept in the school office of all prescribed and non-prescribed medicines administered.
- On some occasions, it may be appropriate for over-the-counter medicines to be administered by a member of staff school, during school hours, following written permission by the parents. <https://www.bma.org.uk/advice-and-support/gp-practices/managing-workload/prescribing-over-the-counter-medicines-in-nurseries-and-schools#:~:text=GPs%20are%20often%20asked%20to,time%2C%20and%20is%20not%20necessar y.&text=%E2%80%8BNon%2Dprescription%20or%20over,or%20childminder%20to%20give%20it>
- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- This school will ensure that there are sufficient members of staff who have been trained to administer medication and meet the care needs of an individual child. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances.
- When administering medication, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents/carers at this school understand that they must let the school know immediately if their child's needs change.

This school has clear guidance on the storage of medication and equipment at school.

- This school ensures that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g; asthma inhalers, auto adrenalin injectors etc. are readily available wherever the child is in school and on off-site activities
- This school will ensure that all medication is stored safely and that pupils with medical conditions know where they are at all times and have immediate access to them.
- This school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

4. Record Keeping

This school has clear guidance about record keeping.

- As part of the school's admission process and annual data collection, parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.



- This school uses an individual health care plan (IHP) to record the support and individual pupil needs around their medical condition. The IHP is developed with the parent/carer, designated member of school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The school has a centralised register of IHP's and an identified member of staff has the responsibility for this register.
- IHP's are regularly reviewed, at least every year or whenever the child's needs change.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

5. The environment

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to pupils with medical conditions. This school is also committed to an accessible physical environment for off-site activities.
- This school makes sure that the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE (Jigsaw) and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in off-site visits and physical activity and that all staff make reasonable and appropriate adjustments to such activities in order that they are accessible to all pupils. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- This school understands that all staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

6. Health and Safety

This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.



- All school staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Pastoral and Safeguarding Leader who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- Pupils at this school have opportunities to learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication or support that may be required.

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. This school is actively working towards reducing or eliminating these health and safety risks.

- This school is committed to identifying and reducing triggers both at school and on out of school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupils' triggers and details how to ensure that the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

7. Roles and Responsibilities

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

This school works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Roles and responsibilities

Governing bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on a responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.



Headteacher – Should ensure that their schools' policy is developed effectively and implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff that need to know are aware of the child's condition. They should also ensure that sufficient trained members of staff are available to implement the policy and deliver against all individual healthcare plans including in contingency and emergency situations. Head teachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

School staff – Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of the pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs – for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals – including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.



Parents/carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

This school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.

The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting pupils with medical conditions.

The school hold a register of children prescribed an inhaler and this list is kept with the emergency inhaler kit.

Written parental consent is sought for the use of the emergency inhaler.

Parents/carers will be informed if their child has used the emergency inhaler.

This school has chosen to hold a defibrillator.

8. Review

This policy is reviewed annually by Governors.

The policy will be reviewed before this should new information or circumstances become relevant. In order to ascertain whether this is necessary, the policy is evaluated regularly based on current pupil needs and the school seeks feedback from key stakeholders including pupils, parents/carers, school nurses and other relevant healthcare professionals, school staff, local emergency care services and governors.