

Supporting pupils with medical conditions policy

Barford Primary School



Responsibility: Headteacher
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1. Aims

At Barford Primary School we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)

- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

2. Inclusion Statement

No child with a medical condition will be denied admission to school, prevented from attending school or excluded from activities solely because arrangements for their medical condition have not yet been made.

The named person responsible for implementing this policy is the Headteacher.

3. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on [supporting pupils with medical conditions at school](#) and the Early Years Foundation Stage statutory framework from the Department for Education (DfE).

4. Roles and responsibilities

4.1 The governing body

The governing board has ultimate responsibility for making arrangements to support pupils with medical conditions.

The governing board will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regard to pupils with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to the Head Teacher and Deputy Headteacher (Inclusion).

4.2 The headteacher and Deputy Headteacher in charge of implementing the policy

The headteacher and Deputy Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation

- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Make sure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- Contact the school nursing service in the case of any pupil 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
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date

4.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

4.4 Parents/carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child's IHP, and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

4.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

4.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

5. Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

5.1 Safeguarding

The school recognises that pupils with medical conditions may be more vulnerable to abuse, neglect, bullying, emotional harm or barriers to learning.

Where staff have concerns that a pupil's medical needs are not being met, that treatment is not being followed, or that a pupil's presentation gives rise to safeguarding concerns, these concerns will be reported immediately in accordance with the school's Safeguarding and Child Protection Policy.

The Designated Safeguarding Lead (DSL) will work with parents/carers, health professionals and relevant agencies where concerns arise regarding a pupil's welfare.

The school will make reasonable adjustments to ensure that pupils with medical conditions are not placed at a substantial disadvantage compared with their peers and are able to access the full curriculum and wider school life.

6. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Being Notified That a Child Has a Medical Condition - Transition Arrangements

The school will ensure appropriate arrangements are made when pupils with medical conditions transfer between schools, move between classes or key stages, or return to school following long-term absence.

Relevant medical information, Individual Healthcare Plans (IHPs) and risk assessments will be shared promptly with receiving staff and settings, subject to data protection requirements and parental consent where appropriate.

6.1 EYFS settings: Obtaining information about medicines

The EYFS framework states that settings must include how they obtain information about a child's need for medicine, and a system for keeping this information up to date (see section 10 of this policy).

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s)

We ask that parents/carers proactively inform us by either phone call to the school on 0121 464 3765 or an email to enquiry@barfordprimary.co.uk if their child's medical needs change during the school year.

7. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

The day-to-day responsibility has been delegated to Deputy Headteacher (Inclusion).

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or

disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing body, the headteacher and Deputy Head (Inclusion), will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil, during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements

Confidentiality

Medical information will be treated as confidential and will only be shared with staff who need the information to fulfil their professional responsibilities and to keep the pupil safe.

The school will seek to balance a pupil's right to confidentiality with the need to ensure that staff have sufficient information to provide appropriate support and respond effectively in an emergency.

8. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so, **and**
- Where we have parents/carers' written consent

The member of staff administering the medicine (a trained Paediatric First Aider) will complete a written record on the child's form. This will be kept in a folder in the main school office (overseen by the office manager). Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Only Paediatric First Aiders will give a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Prescription labels will be looked carefully by a member of the SMT. This is to check that all the relevant details are correct before the school will be able to administer them. If there are any issues e.g. out of date or label cannot be read clearly, parents / carers will be advised to contact the doctor / pharmacy straight away. This may include children needing to attend a doctor's appointment.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as

asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Storage and Disposal of Medicines

Expired medicines will not be administered.

Parents/carers are responsible for ensuring that medicines supplied to school are in date and replaced before their expiry date.

Any expired or no longer required medication will be returned to parents/carers for safe disposal.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

Class based medicine – the only medication in class will be asthma inhalers and epi-pens. Staff are responsible for ensuring that these medicines go with the child if they are in a different part of the school eg playtime, lunchtime, science lab

Inclusion Room – This is where all other medications are located in a locked cupboard and where a paediatric first aider resides.

8.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept. They will be stored in a locked cupboard in the SENDCO / SMT room.

8.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their individual Health Care Policies.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible.

IHPs will include procedure for staff to follow if a pupil refuses to carry out a necessary procedure or take medicine.

When pupils are attending out of school activities their use of medicine will be reflected in the trip's risk assessment.

8.3 Managing Medicines

Allergy Management

The school recognises that allergies can constitute a serious medical condition.

Appropriate arrangements will be made for pupils with diagnosed allergies, including:

- Individual Healthcare Plans where required
- The safe storage and accessibility of prescribed adrenaline auto-injectors
- Appropriate staff awareness and training
- Risk assessments where necessary
- Clear emergency procedures
- **Pupils Managing Their Own Needs**

9. Refusal of Medication

- If a pupil refuses medication or declines a medical procedure identified within their Individual Healthcare Plan, staff will follow the procedures set out within the plan, inform parents/carers as soon as possible and seek medical advice where necessary.
- All instances of refusal will be appropriately recorded.

9.1 Unacceptable practice

All staff should remember that it is not generally acceptable practice to:

- › Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- › Assume that every pupil with the same condition requires the same treatment
- › Ignore the views of the pupil or their parents/carers
- › Ignore medical evidence or opinion
- › Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs. **SMT only can authorise children with medical conditions who need to go home.**
- › Send an ill pupil to the school office or inclusion room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)
- › Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- › Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- › Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs

- › Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- › Administer, or ask pupils to administer, medicine in school toilets

10. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

Educational Visits and Off-Site Activities

Where a pupil with a medical condition participates in a school visit, residential visit or off-site activity, appropriate risk assessments will be undertaken and necessary healthcare arrangements will be incorporated into planning procedures.

Relevant staff accompanying the visit will be made aware of the pupil's medical needs and emergency procedures.

11. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The school has yearly asthma and anaphylaxis training which is delivered by the NHS School nursing team.

Additional training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/ deputy head teacher. Training will be kept up to date.

Training will:

- › Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- › Fulfil the requirements in the IHPs
- › Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can

recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record of Training

Records of all medical needs training, competency assessments and refresher training will be maintained by the school and reviewed regularly to ensure training remains current and appropriate.

12. Record keeping

The governing body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place (main school office & inclusion files) that all staff are aware of.

12.1 EYFS settings: Recording information about medicines

The nursery will have their own fridge (medication and ice packs) and a set IHPs which will be stored in the Nursery office. The Nursery teacher in charge will be responsible for overseeing the management of medication.

We will:

- Enter each pupil's medicine need in the school's system
- Update our records when parents/carers of pupils inform us of changes to their child's needs
- Keep a record of changes, labelling the most recent record for each child
- Make sure that all staff have access to records so that they are informed about pupils' medical needs
- Securely hold this information digitally in accordance with the UK GDPR
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

13. Liability and Indemnity

The governing body will ensure that appropriate insurance arrangements are in place to cover staff who provide support to pupils with medical conditions in accordance with this policy.

The school is covered through the Department for Education's Risk Protection Arrangement (RPA).

The governing body has ensured that appropriate indemnity arrangements are in place for staff who volunteer to administer medication or undertake healthcare procedures, provided that they act in accordance with this policy, appropriate training and the pupil's Individual Healthcare Plan.

The school procures insurance with DFE Risk Protection Arrangement.

Staff are expected to act within the scope of their training and competence at all times.

14. Complaints

The complaints policy is on the school website and easily accessible for parents / carers, if a paper copy is required it can be requested from the main school office.

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

15. Monitoring arrangements

This policy will be monitored by the Headteacher and Senior Management Team to ensure that procedures remain effective and compliant with current legislation and guidance.

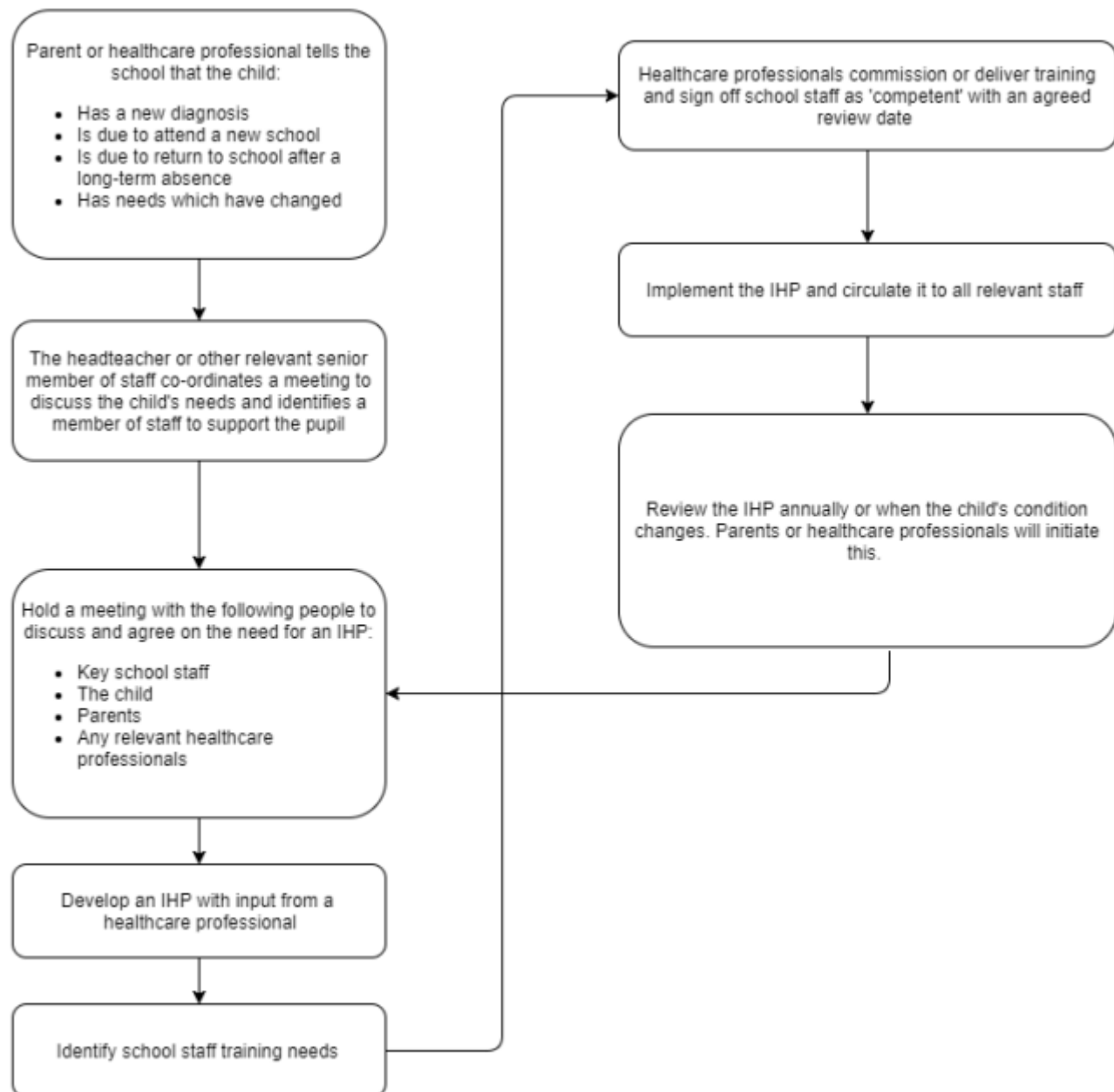
The policy will be reviewed annually by the governing body or sooner if changes in legislation, statutory guidance or school procedures make this necessary.

16. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Asthma Policy
- Admissions & Induction Policy
- EYFS - Procedure to prevent the spread of infection (if not included in appendix 2)
- EYFS policy
- Trips & visits
- Attendance Policy

Appendix 1: Being notified a child has a medical condition



Appendix 2: Procedures for children who are sick or infectious including EYFS

- Pupils who have an infectious disease (UK Health Security Agency) shouldn't attend school/nursery
- Parents should notify the school if their child has an infectious disease
- If a pupil becomes unwell during the day – for example, they have a temperature, sickness, diarrhoea or stomach pains – the parents or carers will be contacted to collect their child
- Pupils with a temperature, sickness, diarrhoea or an infectious disease should not attend school/nursery while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to school
- Staff will notify parents if a risk to other pupils exists
- Children with specific infectious diseases set out in the [UK Health Security Agency's exclusion table](#) will not be allowed to return to school/nursery until the appropriate exclusion period has passed.
- We will take the following steps to prevent the spread of infection:
 - Reducing or eliminating sources of infection through good hygiene practices
 - Good handwashing practice
 - Encouraging and facilitating healthy eating
 - Ensuring that regulated food hygiene standard requirements in the maintenance of food preparation areas and preparation of food are followed
 - Championing and educating staff, parents, carers and pupils on the importance of immunisation as a tool against infection (while recognising the individual's right to choose)
- Establishing a daily cleaning routine for:
 - Nappy changing facilities
 - Play areas
 - Toys, activities and equipment

Appendix 3: Asthma Management procedures

Emergency Salbutamol Inhaler Procedure

The school maintains an emergency salbutamol inhaler in accordance with current Department of Health guidance. The emergency inhaler may be administered to pupils who have been diagnosed with asthma or prescribed a reliever inhaler and for whom parental consent has been received. A register of eligible pupils will be maintained and all use of the emergency inhaler will be recorded and communicated to parents/carers.

Asthma Register (Bromcom)

The school will maintain an up-to-date asthma register identifying all pupils diagnosed with asthma. The register will be reviewed regularly and shared with relevant staff to ensure appropriate support and emergency response arrangements are in place.

Specific Asthma Action Plans

All children with medical need have an IHP but for those children with asthma:

Parents/carers of pupils with asthma will be asked to provide an Asthma Action Plan completed by a healthcare professional wherever possible. This will be reviewed annually, or sooner if medication or symptoms change.

Spare Inhaler Availability on Trips and Sports Activities

Before any educational visit, sporting activity or residential trip, staff will ensure that pupils' inhalers are readily available and that accompanying staff are aware of any pupils with asthma and the procedures to follow in an emergency.

Staff Awareness

All relevant staff will be informed of pupils diagnosed with asthma, have access to asthma management information, and understand emergency procedures.

Asthma Attack Recognition and Response

Signs of an asthma attack

- Persistent coughing
- Wheezing
- Shortness of breath
- Difficulty speaking
- Chest tightness
- Blue lips or extreme distress

Emergency response

- Help pupil sit upright.
- Encourage use of reliever inhaler.
- Give prescribed puffs according to Asthma Action Plan.
- Use emergency inhaler if appropriate.
- Call 999 if symptoms do not improve or worsen.

Environmental Triggers

The school will seek to reduce common asthma triggers where reasonably practicable, including exposure to smoke, strong fragrances, aerosol sprays, dust and other known environmental triggers.

PE, Swimming and Physical Activity Statement

Pupils with asthma will be encouraged to participate fully in physical education, sport and physical activity. They will be permitted immediate access to their reliever inhaler before, during and after exercise as required.

Roles of Parents

Parents/carers should:

- Gain an asthma medical plan from their child's asthma nurse
- Ensure inhalers are in date.
- Provide replacement inhalers promptly.
- Inform school of medication changes.