



# **Supporting Pupils with Medical Conditions Policy**

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Chair of FGB:

### Definition

Pupils' medical needs may be broadly summarised as being of two types:

- a) Short-term; affecting children's participation in school activities when they are on a course of medication.
- b) Long-term; potentially limiting their access to education and requiring extra care and support.

### Our Aims

- To support pupils with medical conditions, so that children have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act (2010) for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

### School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act (1974) makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

Haylands Primary School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions may need. The Children and Families Act (2014) places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School

Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

Haylands Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of the senior leadership team, any concern or matter relating to the support of pupils with medical conditions.

#### Expectations

- Parents will inform school of any medical condition which affects their child. Parents will supply school with appropriately prescribed medication, where the dosage information and regime are clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of changes to the child's condition.

Haylands Primary School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan. School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.

Transitional arrangements between schools will be completed in such a way that Haylands Primary School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare. Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

#### Procedure

The Governing Body of Haylands Primary School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

#### Information

Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and from a parental information form (updated yearly) and this information will be provided to class teachers.

### In an emergency

In a medical emergency, staff have been appropriately trained to administer emergency pediatric first aid. Please see the school office for a current list of first aiders in school.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred.
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### Administration of medicines

- Only essential medicines will be administered during the school day and only those prescribed by a doctor.
- Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.
- Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.
- Named staff members will give medicines. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed.
- All doses administered will be recorded in the child's 'Administration of Medicine's' record related to their Individual Healthcare plan. All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines, for example inhalers, will be kept in the child's classroom and carried with the children, for ease of access during outside activities where possible.
- All medicines must be clearly labelled.
- Controlled drugs or prescribed medicines are kept in a locked cabinet. Access to these medicines is restricted to named persons only.
- Staff will record any given doses of medicine in the child's 'Administration of Medicine's' record. Inhalers are kept in the child's classroom in individual bags, named for each child. Children have access to these inhalers at all times taking them in the bag whenever they leave the classroom, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

### Epi-pens

Epi-pens are kept in a named bag which the child keeps with them at all times. In the case of Epi-Pens all staff have access to the EpiPen which is clearly labelled and accessible.

Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds

before being withdrawn. An ambulance must be called for a child who may require an epi-pen. Parents should be contacted after this call has been made.

### Asthma Inhalers

Inhalers are kept in a named bag which the child keeps with them at all times. In the case of emergency, a member of staff will support the pupil to access their medication. The child should receive the amount of puffs written on the label orally using the puffer or via a spacer if the child has one. Parents should be contacted if their child has had to use their inhaler.

### Complaints

Should parents be unhappy with any aspect of their child's care at Haylands Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will bring concerns to the attention of the Head or Assistant Head teacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Haylands Primary School complaints procedure.

This policy should be read in conjunction with all other statutory school policies.