



East Sheen Primary School

Supporting Pupils with Medical Conditions Policy

Approved by: CFC committee **Date:** Autumn 2024

Next review due by: Autumn 2026

Introduction

Our school is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school. This policy has been drawn up in consultation with a wide range of key stakeholders including the Headteacher, SENCo, pastoral care/welfare officer, governors and school nurse. The school works in partnership with all interested and relevant parties to ensure the policy is planned, implemented and maintained successfully.

Our school aims to include all pupils with medical conditions in all school activities. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

Parents/carers of pupils with medical conditions are aware and consulted about the care their children receive at our school. The school will listen to the views of pupils and parents.

Our school ensures that all staff understand their duty of care to children and young people in the event of an emergency.

Our school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. We understand that all children with the same medical condition will not have the same needs.

All staff have an understanding of the common medical conditions that may affect children at this school and receive regular updates.

The medical conditions policy is understood and followed by the whole school and local health community.

Communication

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

Parents/carers are informed about the [medical conditions policy](#) via the school's website, where it is available all year round.

School staff are informed and regularly reminded about the school's medical conditions policy via the staff handbook and staff meetings and through scheduled medical conditions updates /training.

Emergency Procedures

Relevant staff at this school are aware of the most common serious medical conditions at this school and understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.

Staff receive regular updates for appropriate training and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions.

The action required for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff and electronically.

Our school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.

Our school has procedures in place so that a copy of the pupil's Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

All staff know what action to take in the event of a medical emergency, including who to contact within the school, and the procedures to follow if contacting the emergency services (see appendix 3)

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior management and/or the schools designated person.

Through the key principles of the policy being displayed in several prominent

staff areas at this school, supply and temporary staff are informed of the policy and their responsibilities including who to inform, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies. Staff are made aware of any Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the welfare officer.

The school is aware that triggers can make medical conditions worse or can bring on an emergency both at school and on out-of-school visits and is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers.

The school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Administration of medication at school

The school will ensure that there are at least two members of staff who have been trained to administer the medication and meet the care needs of an individual child.

Administration – emergency medication

Our school will seek to ensure that:

- pupils with medical conditions have easy access to their emergency medication;
- all pupils understand the arrangements for a member of staff to assist in helping them take their emergency medication safely.

Administration – general

Our school understands the importance of medication being taken as prescribed.

All use of medication is done under the appropriate supervision of a member of staff unless there is an agreed plan for self-medication.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.

For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

Our school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.

All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.

Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

If a pupil at our school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.

All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. If a trained member of staff who is usually responsible for administering medication is not available, this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

Storage of medication at school

Safe storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff. If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe storage - non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is accessible only to those for whom it is prescribed.

Safe storage – general

Our school has an identified member of staff/designated person (Welfare Officer) who ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only named staff have access.

The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).

The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, and expiry date of the medication.

All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.

Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in a lockable container within the refrigerator.

All medication (including blue inhalers) is sent home with pupils at the end of the school year.

It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal

Parents/carers are asked to collect out-of-date medication.

If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to the local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in our school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.

Record keeping for pupils with medical conditions

On enrolment parents/carers are asked to complete a form for their child with details of any medical conditions. Thereafter parents/carers should keep the school up to date with any changes to this information including common medical conditions such as wearing glasses or hearing devices.

The school makes sure that the pupil's confidentiality is protected and seeks permission from parents/carers before sharing any medical information with any other party.

If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), parents/carers are asked to complete a medication form (See Administration of Medicine

Consent Form- Appendix 1)

Individual Health Plans

An Individual Health Plan (IHP) is used for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. The IHP details exactly what care the child needs, when and who is going to give it.

It should also include information on the impact any health condition may have on a child's learning, behavior or classroom performance.

The IHP is developed with the pupil, parent, school staff, specialist nurse (where appropriate) and relevant healthcare services (see letter – Appendix 2).

IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.

The school has a centralised register of IHPs and a designated member of staff has responsibility for the register.

The finalised plan will be given to parents/carers, designated school staff and school nurse and any other relevant healthcare services.

The Individual Health Plan would be taken to emergency care staff should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan.

Intimate Care Plans:

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

A copy of the Intimate care permission and care plan can be [found here](#).

Medical devices

If your child has a medical device that should be worn in school e.g. glasses or hearing aid, details should be recorded on the medical conditions form completed on enrolment.

Some children wear their devices all the time but others only wear them for

specific lessons. Members of staff will do their best to support children to wear medical devices at the appropriate time but the school cannot accept responsibility for monitoring their use.

The school cannot take responsibility for any loss or damage of medical devices worn in school.

Off Site Activities

Staff review medical needs of children in the class prior to any off site activities.

Medication and details of administration/dosage is discussed with the designated person and the first aider will administer as necessary on the day.

Risk assessments are carried out prior to any out-of-school visit or off-site provision including:

- how all pupils will be able to access the activities proposed;
- how routine and emergency medication will be stored and administered,
- where help can be obtained in an emergency,
- any other relevant matters.

Record of Awareness Updates and Training

The school holds regular updates on common medical conditions. A record of the content and attendance of the medical condition training is kept by the school.

All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training.

Inclusion

Our 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. The school promotes this by:

- providing a physical environment that is as accessible as possible to pupils with medical conditions including out-of-school activities.
- ensuring their involvement in structured and unstructured activities, extended school activities and residential visits.
- providing access to extended school activities such as breakfast club, and after-school clubs.
- being aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

- using opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils to help create a positive social environment.
- making appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils. If a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity. Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities and are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers. Our school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- making appropriate adjustments and providing extra support so that pupils can participate fully in all aspects of the curriculum.
- remaining aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are not making expected progress will be referred to the Special Educational Needs Coordinator (SENCO).

The school will always make every effort to make arrangements to deliver suitable education for children with health needs who are unable to attend school. This may include the use of our online learning platforms, or working in partnership with hospital schools where appropriate. In instances where a pupil's health needs mean that they cannot attend school, we work with the the school's local authority, Richmond-upon-Thames, to ensure that the local authority's statutory duty under section 19 of the Education Act 1996 is fulfilled. This will involve working with the authority's Education Welfare Service where a child has been absent for more than 10 days, and the Education Inclusion Support Service. More information about this service can be found [here](#).

The local authority will ensure that suitable arrangements are made to provide education to the child, and the school will work collaboratively in the following ways:

- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the pupil
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully
- When reintegration is anticipated, work with the local authority to:
 1. Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
 2. Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)

3. Create individually tailored reintegration plans for each child returning to school
4. Consider whether any reasonable adjustments need to be made

Who has parental responsibility

A mother automatically has [parental responsibility](#) for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can [apply for parental responsibility](#) if you do not automatically have it.

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

Linked Policies:

This policy links to the following policies and procedures:

- > [Accessibility plan](#)
- > [Child protection and safeguarding](#)
- > [Health and safety](#)
- > [SEND](#)

Appendix 1 - Administration of Medicine Consent Form



East Sheen Primary School

Child Medication Request

Consent form – Private and Confidential

(Please print clearly and use blue or black ink)

| | | | |
|--|----|-----------------|----|
| Child's Name: | | Child's Class: | |
| Parent's name: | | Home telephone: | |
| Home address: | | | |
| Emergency contact names and telephone numbers: | 1. | 2. | 3. |
| Doctor's name, address and phone number: | | | |
| Nature of condition or illness: | | | |

| | |
|--|--|
| I agree to members of staff administering medicines that have been supplied/ or providing treatment or care to my child as directed below. | Name in print: (Parent/legal guardian with parent responsibilities) |
| I agree to update information about my child's medical needs, held by the school, on a regular basis. | Sign: |
| I will ensure that the medicine held by the school has not exceeded its expiry date. | Date: |
| Procedures to be taken in an emergency | |

| Name of medicine | Dose & instrument for administering dose E.g. Volumatic/ Epipen etc | Frequency/Times | Completion date of course of medicines if known | Expiry date of medicine |
|------------------|--|-----------------|---|-------------------------|
| | | | | |
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| Special instructions /medicines taken at home/allergies | |
|---|--|

Appendix 2 – Letter inviting parent/care to contribute to individual healthcare plan

Dear Parent /Carer,

Individual Health Plan for _____

Thank you for informing the school of your child's medical condition. I enclose a copy of the school's policy, 'Supporting Pupils with Medical Conditions' for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how it will be provided. Individual healthcare plans are developed in partnership between parents, the school and relevant healthcare professionals who can advise on your child's case.

Your child's completed plan will record details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to have a full understanding of your child's individual condition.

Please contact the school office (Tel: 0208 876 7484) to arrange a meeting to start the process of developing your child's individual health care plan. Please advise if you would like us to invite a particular medical practitioner or healthcare specialist to attend the meeting.

It is important that the plan is regularly checked and updated and the school and school nurse are kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

Thank you for your help.

Yours sincerely,

Welfare Officer
East Sheen Primary School

Appendix 3

Procedure for contacting emergency services

- **Dial 999 – request an ambulance and be ready with the information below**
- **Speak clearly and slowly and be ready to repeat information if asked.**
 1. **Your telephone number**
 2. **Your name**
 3. **Your location as follows :East Sheen Primary School, Upper Richmond Road, East Sheen**
 4. **State what the postcode is: SW14 8ED**
 5. **Provide the exact location of the patient within the setting**
 6. **Provide the name of the child and a brief description of their symptoms**
 7. **Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient**
 8. **Put a completed copy of this form by the telephone**