



Supporting Pupils with Medical Conditions Policy at WESTON ALL SAINTS C of E PRIMARY SCHOOL

Nurturing spirituality, creativity and excellence

Approved by:	LGB	Date:
Last reviewed in:	May 2024	
Next review due by:	May 2025	

1. Introduction

Rationale

Parents of children with long-term or complex medical conditions such as asthma, diabetes, epilepsy or allergies are often concerned that their child's health will deteriorate when they attend school as these children often require ongoing support, medicines or care to help them manage their condition and keep them well while at school. Others may require monitoring and interventions in emergency situations.

This policy sets out the procedures, roles and responsibilities in place to effectively support these children.

WASPS will also provide support to parents, carers or other adults connected to the school who are affected by long-term or complex medical conditions who may need reasonable adjustments to be made so that they are able to fulfil their role within the school and/or actively participate in the school community as parent or carer.

2. Aims and Objectives of Policy

This policy aims to ensure that:

- Staff, parents and pupils understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- Parents feel confident that WASPS will provide effective support for their child's medical conditions including the associated social and emotional implications
- Effective Individual Health Care Plans (IHCPs) are in place and shared with appropriate staff

The named person with responsibility for implementing this policy is the Headteacher, Mr Matthew Norcott.

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 Bodies to make arrangements for supporting pupils at their school with medical conditions.

It has also been developed in line with the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions 2015](#).

We acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

As a school WASPS has a commitment to promote equality - we believe this policy is in line with the Equality Act 2010.

Other relevant legislation:

- Misuse of Drugs Regulations 2001
- Human Medicines (Amendment) Regulations 2017

3. Main Body of Policy

WASPS has a legal duty under the Children and Families Act 2014 to support pupils with long-term medical conditions.

We will work closely with parents/carers, health and social care professionals to ensure effective Individual Health Care Plans, monitoring, reviewing and updating procedures are in place to support children with long-term medical conditions.

We are aware that a child's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences which can affect their educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. We recognise that their reintegration back into school should be properly supported so that these children can fully engage with learning and do not fall behind when they are unable to attend.

Some children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.

Short-term and frequent absences, including those for appointments connected with a pupil's medical condition (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general well-being.

Some children with medical conditions may be considered to be disabled under the Equality Act 2010 which defines disability as when a person has a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities.' Where this is the case, the governing body will comply with their duties under that Act.

Some pupils may also have special educational needs (SEND) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

We want parents to feel confident and reassured that we are providing effective support that involves:

- having good links with local health and social care services
- allowing children easy access to their inhalers and medication where appropriate
- administering medication when and where necessary, with the correct parental consent in place
- listening to the views of children, parents and medical professionals
- allowing children to participate in all curriculum, sporting and school activities
- providing assistance when a child becomes ill
- allowing children with medical conditions to take drinking, eating or toilet breaks when necessary
- not penalising a child for poor attendance due to their medical condition
- building confidence and promoting self-care
- supporting children's social and emotional problems linked to their medical condition

Roles and responsibilities of school staff

The Governing Body

The Governing Body has ultimate responsibility to make sure arrangements are in place to support pupils with medical conditions including allergies so that they can play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.

The Headteacher

The Headteacher will:

- Make sure all school staff and parents are aware of this policy and understand their role in its implementation
- Provide the necessary support for pupils with long-term medical conditions, including allergies, to ensure they have full access to the curriculum, all sporting activities and school activities
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up-to-date
- Ensure there are sufficient trained staff available to implement this policy and provide the care required in all Individual Health Care Plans, including contingency and emergency situations
- Contact the School Nursing Service in the case of any pupil who has a medical condition that may require support at school

- Take overall responsibility for the development of Individual Health Care Plans, ensuring they are in place and reviewed at least annually
- Ensure relevant school personnel are made aware of children with long-term medical conditions, Allergy Action Plans and IHCPs through the class Medi-Alerts
- Make sure that school staff are appropriately insured to support pupils in this way

The SENCO and the Health & Safety Lead

The SENCO and the Health & Safety Lead are responsible for:

- Leading the development of this policy throughout the school
- Ensuring all Individual Health Care Plans are in place and up to date
- Monitoring and annually reviewing all Individual Health Care Plans
- Ensuring relevant school staff are made aware of children with long-term medical conditions Individual Health Care Plans and Allergy Action Plans
- Providing cover in the absence of relevant staff
- Providing information for supply teachers
- Providing guidance and support to all relevant staff
- Providing awareness training for all staff at induction and when the need arises
- Keeping up to date with new developments and resources
- Supporting staff to write risk assessments for extra-curricular activities, educational visits and other off-site visits
- Liaising with parents and ensuring arrangements are in place when a pupil is diagnosed with a medical condition
- Liaising with parents and ensuring appropriate support is in place when a child with medical needs joins the school mid-term
- Liaising with feeder schools and transitional schools
- Ensuring all medications are kept at the required temperature in a secure place, accessible only to the designated persons
- Ensuring records are kept on the pupil's file of all medications administered to the child
- Reviewing and monitoring this policy

School staff

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

The administration of medicines or other treatment by any member of the school personnel is undertaken at the discretion of the Headteacher purely on a voluntary basis and individual decisions will be respected.

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.

In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but if more complex, we will assess what training may be required as specified in pupils' Individual Health Care Plans.

Staff will be provided with an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. They will be aware of the needs of pupils that they teach or supervise who have medical conditions.

Parents and Carers

Parents and carers will:

- Keep the school informed about their child's medical condition and any changes to their child's health and medical needs
- Work in partnership with the school to support their child's medical condition and health needs
- Complete an administration of medicine form to provide consent for staff to administer medicine when bringing medication into school
- Bring all medication (except inhalers) to the school office personally rather than putting it in their child's bag
- Not put medication or creams in their child's bag for them to bring into school in case it is shared with other pupils
- Ensure any medicine is labelled, in date, provided in the original container (with the pharmacy's dispensing label if prescribed medicine) with full instructions for administration, storage and dosage, in good supply and collect any leftover medicine
- Be involved in discussions about medical support and the development and review of their child's Individual Health Care Plan
- Provide any specialist equipment required
- Ensure their contact details (including emergency contacts) are kept up to date and that they or another nominated adult can always be contacted
- Speak to the Headteacher about any concerns they have regarding support for their child's medical needs

Pupils

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

School nurses and other healthcare professionals

Our school nursing team and other specialist local health teams may be able to provide support for children with particular conditions (e.g. allergies, asthma, diabetes & epilepsy).

This includes providing Allergy Action Plans and training sessions on preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

WASPS will continue to access the training opportunities provided by these teams to ensure our staff are competent to support pupils under their supervision and care.

The Local Authority is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions
- Providing support, guidance and training to schools and their staff to ensure Individual Health Care Plans are effectively delivered
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education

Equal Opportunities

We are aware that pupils with medical conditions should be actively supported to take part in school trips, visits and sporting activities. Unless evidence from a clinician such as a GP states that this is not possible, we will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely.

Risk assessments will include information needed ensure the wellbeing of pupils with medical conditions and if necessary, pupils, their parents and any relevant healthcare professionals will be consulted.

Staff responsible for taking pupils to an activity away from the classroom or to an off-site activity will ensure they are aware of any medical conditions which affect the pupils in the group. They will take the correct medication, including an emergency inhaler kit and Epi-pen kit and guidance with them to support these pupils.

Being notified that a child has a medical condition

School admission forms request information from parents about pre-existing medical conditions and allergies. This enables us to inform teachers about any health needs before pupils join their class.

Parents are regularly reminded via school communications to inform the school if their child develops or is diagnosed with a medical condition, or if an existing medical need changes at any point in the school year.

A medical condition register or “Medi-Alert” is kept, updated, and reviewed regularly by the Health & Safety Lead.

Each class teacher is provided with a Medi-Alert for the pupils in their care for quick reference and to share with support staff and supply staff. Parents should be assured that data sharing principles are adhered to.

For pupils on the Medi-Alert, key stage transition point meetings should take place in advance of transferring to enable parents, school and health professionals to prepare Individual Health Care Plans and train staff if appropriate.

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an Individual Health Care Plan.

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.

See Appendix 1.

Individual Health Care Plans (IHCPs)

The Headteacher has overall responsibility for the development of Individual Health Care Plans for pupils with complex medical conditions.

Not all pupils with a medical condition will require an Individual Health Care Plan and we will follow the guidance from our local authority when deciding when one is required. When it is considered necessary, an Individual Health Care Plan will be developed in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can advise on the pupil’s specific needs. The pupil will be involved wherever appropriate.

Individual Health Care Plans will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner’s Office (ICO) advice for displaying Individual Health Care Plans as visitors /parent helpers etc. may access that space. A photo and emergency care instructions may be displayed in a public area (such as the dining hall) if the parent has requested this.

In the case of medical conditions with potentially life-threatening implications the information should be available and accessible to everyone.

Individual Health Care Plans will be reviewed at least annually, and sooner if a child's medical circumstances change.

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

- What needs to be done
- When
- By whom

Individual Health Care Plans will be linked to, or become part of, any statement of special educational needs (SEND) or Education, Health and Care Plan (EHCP). If a pupil has SEND but does not have a statement or EHCP, the SEND will be mentioned in the Individual Health Care Plan.

Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the Local Authority /Alternative Provision setting and school is needed to ensure that the Individual Health Care Plan identifies the support the child needs to reintegrate.

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 Health & Safety Lead will consider the following when deciding what information to record on Individual Health Care Plans:

- The medical condition, its triggers, signs, symptoms, and treatments
- The pupil's resulting needs, including medication (dose, side effects, storage and accessibility) and other treatments, time, facilities, specialist 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 or 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
- Which adults need to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents 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/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
- Health & Safety issues including the need for a Personal Emergency Evacuation Plan (PEEP)
- The school timetable
- Home to school transport arrangements

Transport Arrangements

Where a pupil with an IHCP is allocated school transport, the school should invite a member of the Transport Team at the Local Authority who will arrange for the driver or escort to participate in the IHCP meeting. A copy of the IHCP will be copied to the Transport Team and kept on the pupil record. The IHCP must be passed to the current operator by the Transport Team for use by the driver/escort and the Transport Team will ensure that the information is supplied when a change of operator takes place.

For some medical conditions the driver/escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport, completed by the Transport Team.

Pupils with an IHCP who travel to and from school in school transport will be met by an adult who has adequate training to meet the needs of the child. A verbal handover will take place between the driver/escort and school staff. This will be repeated at the end of the school day.

When prescribed controlled drugs need to be sent into school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name, class and dosage.

Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport Team for approval or appropriate action.

Medical Funding Referrals

Some pupils with a medical condition may be unable to access their education through school provision even with a part-time or adapted timetable.

In these circumstances we would consult with our Local Authority, B&NES, who have a duty to arrange educational provision for such pupils.

Additional guidance on this is published by BANES in *Supporting Pupils with Medical Conditions*.

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 written consent from the parent or carer which provides all necessary instructions. The Administration of Medicine form must be seen and agreed by the Headteacher before medicine is administered by us.

Whenever possible, we prefer medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.

The school will only accept prescribed medicines that are:

- In date
- Labelled
- Provided in the original container (except in the case of insulin which may come in a pre-loaded pen or pump). They must be as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

Medicines which do not meet these criteria will not be administered.

No pupil will be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed so that they can give the next dose at the correct interval.

All medicines will be stored safely in the care of the class teacher or if only occasionally required, in locked medical cabinets under the supervision of the Admin Team.

Pupils will be informed about where their medicines are at all times and be able to access them immediately under appropriate supervision. Pupils will never be prevented from accessing their medication.

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.

Written records will be kept of any medication administered to children by school staff.

Parents will always be informed when medicine has been administered to their child.

Medicines will be returned to parents to arrange for safe disposal when no longer required and at the end of the academic year.

Weston All Saints C of E Primary School cannot be held responsible for side effects that occur when medication is administered correctly.

General posters about medical conditions (diabetes, asthma, epilepsy etc.) are displayed in the medical rooms and are recommended to be visible in the staff rooms.

Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments.

All controlled drugs, such as methylphenidate which is used in the treatment of Attention Deficit Hyperactivity Disorder (ADHD), are kept in a secure place in the Deputy Headteacher's 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.

Pupils managing their own needs

Medicines will be kept in the care of a nominated adult, usually the classteacher. Pupils who are competent to do so will be encouraged to take an appropriate level of responsibility for managing their own medicines and procedures under the care and supervision of the Classteacher or nominated adult. This will be discussed with parents and it will be reflected in their Individual Health Care Plans.

Pupils will be allowed to carry their own inhalers.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the Individual Health Care Plan and inform parents so that an alternative option can be considered, if necessary.

Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the pupil's Individual Health Care Plan, but it is generally **not acceptable** 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
- Ignore medical evidence or opinion (although this may be challenged)
- 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 Individual Health Care Plans
- Send a pupil to the school office or medical room unaccompanied or with someone unsuitable if they become ill
- 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including assisting with toileting issues. No parent 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 to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999).

All pupils' Individual Health Care Plans or Allergy Action Plans will clearly set out what constitutes an emergency and will explain what to do.

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

If an ambulance is unable to attend in an emergency, a senior member of staff will use their own vehicle to take the pupil to A&E. An additional member of staff will always accompany the pupil on the journey.

Pupils will be informed in general terms of what to do in an emergency such as informing a teacher or other supervising adult.

Asthma

Emergency asthma inhaler kits are available if needed by a pupil (or adult) in an emergency for example if the child's own inhaler is empty or not working. Written parental consent for the emergency inhaler to be administered is recorded in the Asthma Register which is kept in the School Office and on Bromcom.

Epi-pens

Emergency Epi-pens are available if needed by any pupil (or adult) in the school. They are kept in labelled containers on top of the First Aid cabinets in Little WASPS and Upper WASPS. Parental consent for the emergency Epi-pens to be administered is recorded in the Epi-pen Register which is kept in the School Office and recorded on Bromcon. See further information in the Allergy & Anaphylaxis Policy.

Defibrillators

We have two defibrillators which can be used on adults and children.

No training is necessary and voice prompts will guide the user through the steps to take.

One is stored in a case on the wall in the Upper WASPS Reception foyer and the second is in the admin corridor in Little WASPS.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient. However, further training needs may be identified during the development or review of Individual Health Care Plans.

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, Classteacher and Health & Safety Lead.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support pupils
- Fulfil the requirements in the Individual Health Care Plans
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Be kept up-to-date

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

Record Keeping

The Governing Body will ensure that written records are kept of all medicine administered to pupils.

Parents will be informed if their child has been unwell at school or has received first aid.

Individual Health Care Plans and Allergy Action Plans are recorded on Bromcom and provided to class teachers.

Liability and Indemnity

The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Staff are covered by Department of Education's Risk Protection Arrangement (RPA) to administer medication, providing that they act in good faith, within the limits of their authority and observe the terms and conditions of the policy.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher.

We will ensure that Weston All Saints C of E Primary School continues to be a member of the Department for Education's Risk Protection Arrangement (RPA).

Complaints

Parents with a concern about the support their child receives for a medical condition should discuss these directly with the Headteacher in the first instance.

If the Headteacher cannot resolve the matter, they will direct parents to the school's Complaints Policy.

Links to other Policies

This policy links to the following policies:

- Accessibility plan
- Asthma Policy
- Complaints Policy
- Educational Visits, Trips and Excursions Policy
- Equalities Policy
- First Aid Policy
- Food Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy

- Special Educational Needs information report and policy

4. Publication of Information

This policy will be shared with all staff and published on the school website.

5. Review of Policy

This policy will be reviewed annually and approved by the Governing Body.
This policy was last reviewed in May 2024.

Policy History

Policy version	Author	Approval
New policy January 2021	H Folkes	LGB
v.2 March 2022	H Folkes	
v.3 May 2024	H Folkes	

Appendix 1: Being notified a child has a serious or complex medical condition

