Elm Tree Primary Academy

Supporting Pupils with Medical Conditions Policy

Approved by:	Trust	W Plant 12.5.25 (Whitney Plant AC Chair) W Plant 12.5.25 (Whitney Plant AC Chair) (May 12, 2025 11:34 GMT+1)	**Date:** December 24
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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents 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

The Academy Council will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils.
- Developing and monitoring individual care plans (ICP)

The named person with responsibility for implementing this policy is the Head Teacher.

2. 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 Department for Education's statutory guidance on supporting pupils with medical conditions at school.

This policy also complies with our funding agreement and articles of association.
It also wishes to ensure all pupils requiring medication feel secure in the school's ability to support them and administer medication efficiently and in accordance with relevant instructions.

3. Roles and responsibilities

3.1 The Academy Council

Academy Councillors have ultimate responsibility to make arrangements to support pupils with medical conditions. They will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual care plans (ICPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of ICPs
- 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 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, 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.

3.4 Parents

Parents will:

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

3.5 Pupils

Pupils with medical conditions may 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. Where appropriate are also expected to comply with their ICPs.

3.6 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 ICP.

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

4. Equal opportunities

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 and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

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 ICP.

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.

6. Individual healthcare plans

The headteacher has overall responsibility for the development of ICPs for pupils with medical conditions. This has been delegated to the Pastoral Lead and the Assistant Head Teachers.

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 ICP. It will be agreed with a healthcare professional and the parents when an ICP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision and an alert poster may be displayed in the children's classroom along side ICP to make sure everyone is aware of the medical condition and the protocol of what to do to best support them.

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

ICPs will be linked to, or become part of, any education, health and care (EHC) plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Academy Council and the headteacher/individual with responsibility for developing ICPs, will consider the following when deciding what information to record on ICPs:

- 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 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
- Who in the school needs 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

7. 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' written consent
- If the medication is specifically required within the school day and/or more than 4 times daily.

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

7.1 Receiving and storing medicine

Medication that has to be stored at school will be stored safely and securely in a cool place which pupils cannot access. Authorised staff will receive and store medication in school in the secure classroom located in their store cupboard. Staff will log receipt of the medication in their class medical folder.

Items requiring refrigeration are kept in a clearly labelled and closed container in a secure medication fridge in a room that children do not have access.

7.2 Administration of Medicine

Appropriately trained school staff, who are willing, will administer medication. Before medicine can be administered a medical consent form must be completed and signed by the parent/ carer. This is usually carried out prior to admittance of the child into school.

The school will keep a record of the medication administered to individual children, stating what, how and how much was administered, when and by whom (2 members of trained staff).

7.3 Returning Medication

The school's policy and when there is one, the child's ICP, should explain when the medication will be returned to the child's parent/ carer. This could be:

- When the course of treatment is completed.
- Labels have become detached or unreadable.
- ICP is updated or changed.
- The medication expiry date has been reached.

The return of the medication will be documented on the administration record held in the child's file and parents/ carers advised to return any unused medication to the pharmacy. In exceptional circumstances the school can take unused medicine to the community pharmacy. Medication should never be poured down the sink or flushed away.

7.4 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.

All controlled drugs are kept in a secure medical 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 in a bound book. Staff will count and check the amount present before administering, then recording the amount

left after. Controlled drugs will be administered by two members of named staff who will check, administer and sign together.

7.5 Over counter medication.

Elm Tree is unable to give over the counter medication e.g. Calpol. We require parents to complete a medical request form for over-the-counter medication such as nappy cream.

7.6 Specific Types of medication

Asthma Inhalers:

Where parents or carers inform the school of the use of asthma inhalers, spacers and nebulisers to be available to pupils, the following procedures will be followed:

The inhaler will be kept in the child class in their orange inhaler bag. When the child moves around school the orange bag will go with them.

Inhalers should be self-administered by the pupils, but some of our children may be given support to hold the inhaler and spacer where necessary by the identified member of staff. The administration only requires one adult signature.

Pupils should have immediate access to inhalers. Although inhalers may be misused, the risks associated with delay in access are much greater that those of misused by pupils.

A spare reliever inhaler will be sourced from the pharmacy and stored in the medical safe in the school office. Any child who has an inhaler in school may use this in the case of an emergency or if instructed by an emergency service.

Antibiotics:

School encourages parents to ask GPs to prescribe antibiotics in dosages which means the medicine can be administered outside of school hours, where possible.

This will mean that most antibiotics will not need to be administered during school hours e.g., twice a day can be administered before and after school and three times a day, before school, on returning home and before bed. Antibiotics should always be administered in accordance to the prescribers' instructions. It should normally only be necessary to administer antibiotics in school if the dose is given four times a day, in which case a dose is needed at lunchtime.

School should check with parents/ carers that the child is not known to be allergic to the antibiotic and note the response on the parental consent. School should ask parents/ carers to bring the prescribed labelled antibiotic into school in the morning and take it home at the end of each day. The medicine should be handed directly to school staff from the parent/ carer or guide and not be left in the child's bag.

Children are most likely to have adverse reactions to new antibiotics after the second dose, there we recommend that parents/ carers administer the first and second dose of the course at home and monitor their child at home.

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing, and be their original container.

School must check the label carefully:

- Where the antibiotics need to be store in a refrigerator, which will be the case with many liquid antibiotics.
- Whether it needs to be taken at a certain time and before, after or with food.
- The dosage, which should be carefully measured with an appropriate medicine spoon, medicine pot, or oral medicine syringe provided be the parent/ carer, otherwise the appropriate number of capsules should be taken with a glass of water.

Analgesics (painkillers)

For children who regularly need analgesia, such as paracetamol (e.g. for migraine) an individual supply for their analgesic could be kept in school, labelled for that child only. Parental written consent must be obtained along with the Headteachers approval.

Children under 16 should never be given medicines containing aspirin or ibuprofen unless prescribed by a doctor and therefore written requests will be declined by the school.

Creams:

Prescribed and non-prescribed creams can only be administered where written permission has been obtained by parent/ carer. Staff administering the cream will sign the administration of medication form as a record of when the cream has been applied. This only required one adult signature, but applies to sun-cream as well as other types of cream.

Other medication:

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 blood glucose testing meters and adrenaline pens will always be readily available to pupils. Adrenaline pens will be kept in bum bags so can move around as needed with the child. These will be accessible at all times but out of reach of children.

7.7 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures at a level appropriate to the individual. This will be discussed with parents and it will be reflected in their ICPs.

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 ICP and inform parents so that an alternative option can be considered, if necessary.

7.8 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's ICP, 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 ICPs
- 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 pupil, including 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

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999/111). All pupils' ICPs will clearly set out what constitutes an emergency and will explain what to do.

Children who have an ICP will have a medical poster on the wall in their classroom. The medical poster will state their first name, picture and medical condition. Behind the poster and copy of the child's ICP will be kept.

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

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. This will be completed yearly and delivered by the school nurse team.

The training will be identified during the development or review of ICPs. 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/named responsible individual. 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 ICPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal 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 they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

Academy Councillors will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

ICPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

Victoria Academies Trust Board of Trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

12. Complaints

Parents with a complaint about 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 to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the Academy Council every three years or earlier if changes occur.

14. 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