



WESTONZOYLAND

Community Primary School and Pre-school

Supporting pupils with medical conditions

April 2025

Ratified by:

Ratified by:

Review date: April 2027

Rationale

Pupils' health needs may require the administration of medicines or particular medical responses in school, or on school trips. The purpose of this policy is to set out clear guidelines about expectation and practices, which are understood by parents, staff and pupils and to evolve a set of procedures, which are fair and equitable to all.

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: Supporting pupils at school with medical conditions 2014. This policy will be implemented with due regard to the Equalities Act 2010 which ensures the right of all to freedom from discrimination within the Education Service.

Responsibilities

The Headteacher

The Headteacher will:

- Take overall responsibility for the development of IHPs
- 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 healthcare plans (IHPs), including in contingency and emergency situations
- Ensure there is the sufficient number of trained staff to support children's medical needs (including Paediatric First Aid, Emergency First Aid and First Aid at Work alongside more specialist provision).
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way

The SENDCo

The SENDCo will:

- Have delegated responsibility for developing IHPs
- 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

Staff

Staff have the responsibility to attend medical training commensurate with their roles and responsibilities.

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.

Staff who have 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.

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 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
- Complete any paperwork required by the school in regards to the execution of duties as outlined in this policy.

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.

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.

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

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.

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

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

Eye Drops - If a child is in need of eye drops, parents/carers will need to come in to administer such treatment in all cases.

We will monitor all use of medication to ensure that children's best interests are always paramount and that we are safeguarding them from over or mis medication or fabricated illness.

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

Pupils who are competent, may be allowed to carry their own medicines and relevant devices where this is agreed with parents.

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

Individual Healthcare Plans

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

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 advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

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

Principles and Practice when Managing Medical Conditions:

- Any request for medicine to be administered in school will be considered on its own merit.
- Certain staff in school have the requisite first-aid training only but should not be regarded as having particular medical competencies.
- Staff should not be expected to give medical aid which is beyond their competency or which might place their own health or personal security in jeopardy or to incur the possibility of liability for attempting to support in the area of children's health.

- **Parents retain the responsibility for ensuring that their children receive the medical treatment they need.**
- Where doubts may occur as to the certainty of treatment, especially on school trips and expeditions, parents would be contacted, if appropriate, for clarification. Otherwise staff will be guided by relevant medical professionals.
- The supervised administration of medicines will normally be acceptable at school for cases of long-term illness e.g. asthma/anaphylactic shock and where children are recovering from short-term illness and need to take medication if the child's GP has agreed that the child is well enough to return to school.
- The medicines clearly labelled with child's name, must be brought to the School Reception for safe-keeping, by the parent and our Medical Treatment Record sheet must be completed. Medicines requiring immediate administration, such as those used in the treatment of asthma, should be kept in class.
- Inhalers - All inhalers will be kept in class by either the child, or the class teacher, depending upon the age and maturity of the child. Inhalers will be used in consultation with parents and following medical advice.
- There must be clear written instructions from a doctor or parent where specific responses or treatments for medical conditions are required. There may include: the need to phone home, being allowed to rest, not participating in certain activities etc. We cannot accept such requests from the child. All such requests or requirements will be judged on their own merits and if the school feels that it cannot reasonably meet the requirement (for lack of resources, expertise, or because it might be injurious to the welfare of other pupils etc.), the parent will be advised to keep the child at home or collect the child from school.
- Long-term illnesses such as epilepsy, diabetes or asthma should be recorded by an external medical officer (i.e. SRN or above) on the child's medical card, together with appropriate instructions. If felt necessary, a Care Plan will be set up.

Special Circumstances:

The school will not normally take responsibility for the administration of the following types of medicine:

- Those where the timing or nature of administration is critical
- Those requiring technical or medical knowledge or expertise
- Those requiring intimate contact with the pupil - unless an intimate care plan has been agreed and signed by parents

Managing medical equipment (including glasses):

Where a child requires particular medical equipment such as inhalers, epi pens, glasses or hearing aids, school will make enquiries of parents if a child is at school without these in place. If the equipment is not accessible for any reason, it is up to the Headteacher or Lead First Aid Professional to decide if it is safe and accessible for the child to be in school without these measures in place.

If a child has medical equipment damaged while at school to a point where it cannot be effectively used, then school should contact parents and a decision about further action can be made from there.

Administering Medical Care

Staff

Relevant staff and their training may be listed on the IHP.

The office maintain a register of staff first aid and medical training.

Equipment

Equipment to cater for medical care needs should be stored in the location best suited to the IHP. Medication is stored in the classrooms, or if temperature sensitive, in the staff room fridge.

Appropriate hygiene procedures to protect staff and pupils should always be observed when providing medical assistance.

Information sharing

Information about pupil medical needs is sent out to staff via email. It is also stored on the school O drive.

Printed versions of this are also included in the Supply teacher information folders.

Precautions for offsite Activities:

Classes leaving the school premises must ensure that they have all necessary medication, supporting information and equipment with them. Children who carry their own equipment, such as an inhaler, should be checked in with to ensure they have everything necessary before leaving the site.

Staff should ensure that all trips and activities are appropriate for children with medical needs and that, where necessary; staff on site are informed of any potential risks.

For school residential excursions, the school should ensure full handover of medication with instructions for its administration before leaving site. A record should be kept of the medicine administration and returned to the parent when the party returns to school.

Dealing with Emergencies:

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent cannot be contacted, we will use the full contact list provided to locate an appropriate adult to support the child.

As a last resort, staff may consider taking a child to hospital. Two members of staff will accompany the child, who will travel in the back of the car with an appropriate booster seat and seatbelt.

Health & Safety Responsibilities:

The Health & Safety Executive take the view that provided the school management and staff act in accordance with the health & safety policy and guidelines issued by the LA, asking advice when in doubt, then there should be no difficulty in meeting health and safety obligations. This approach will also ensure that the Headteacher, Governors and staff remain within the protection of the LA's insurance policies.

Children who become ill:

If a child is unwell at school, we will make every effort to contact the parent/carers. It is very important that we have up-to-date home/work telephone numbers and/or other contact numbers. Until we have contacted the parents/guardians we will take any action required in the interest of the child.

Children on short courses of medicines, such as antibiotics, which require regular administering during the day, should not be sent to school unless their GP has said they are well enough to attend.

Intimate Care:

Intimate care involves supporting children with toileting and/or cleaning, where intimate physical contact may occur. This should be undertaken by two adults who are named in the child's individual care plan.

Review and Dissemination of the Policy:

- This Medical Care and First Aid Policy will be reviewed annually
- The Policy will be available to parents via the school's website



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Appendices

Appendix 1 Medical Indemnity

Appendix 2 Medical Treatment Record Sheet

Appendix 3 Intimate Care Plan

Appendix 4 Intimate Care Plan Daily Log

Appendix 1 Medical Indemnity



Medical Indemnity

We frequently receive requests to administer medicines to pupils in school; specific responses to medical conditions are also requested. A Governors' policy exists and lays down guidelines for this. The main tenets of the policy are as follows:

- Each request to administer medicines will be considered on its own merits.
- Medicines brought into school must have clear written instructions as to dosage and administration, with a written request that the medicine be taken in school.
- Requests for specific responses to medical conditions, such as contacting home, taking rest, missing certain lessons must be made in writing by the parent and not conveyed by the child.
- Such requests will be individually judged as to whether or not the school can reasonably meet them.
- Where possible, medicines should normally be self-administered by children with adult support.
- Only the smallest possible amount should be brought into school.
- Staff should not be expected to administer medicines which require any kind of intimate contact or through which their own health may be endangered or which may require medical expertise beyond their own competence.
- Parents remain responsible for ensuring their children receive requisite medicines if they are on a school trip.
- Parents requesting administration of medicines under school auspices will be asked to sign a written indemnity with respect to the effect of that medicine on the pupil's health (see below). This letter may be signed and returned to school immediately for filing with your child's personal details or sent in at the time requesting the administration of medicines.
- Parents with significant religious views affecting the administration of medicines or health care should contact the school.
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Children with long-term illnesses or conditions

- Where necessary details will also be kept of any such pupils in the Classroom and the Staff Room.
- Where necessary, an Individual Health Care Plan will be drawn up

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INDEMNITY FOR WESTONZOYLAND CP SCHOOL AND PRE-SCHOOL STAFF REGARDING THE TAKING OF MEDICINES AT WESTONZOYLAND CP SCHOOL

Name of child:

I have asked Westonzoyland CP School and Pre-school staff to assist in the provision of necessary medicines or medical treatments for my child. I recognise that school staff are first aid trained to organisational requirements but are not likely to have explicit medical training.

I indemnify the Westonzoyland CP School and Pre-school staff with regard to the effect of the medicines on my child's health.

I understand that, where possible, medicines should be self-administered.

Signature: Parent/Guardian

Name: **Date:**

Appendix 2 Medical Treatments Record Sheet



MEDICAL TREATMENT RECORD SHEET

This form is to be signed and sent into school with the medicine
(a measured dose if possible).

It will be kept with the medicine at all times.

Child's name:

Date:

Name of medicine or description of other treatment				
Required dose or treatment				
Time(s) to administer				
Duration of Treatment needed				
Parent Signature				
Staff member initial when administered				

Please note: At the completion of the course of treatment, this form WILL be retained for future reference.

Further copies of this form are available from the School Office if required

Appendix 3 Intimate Care Plan



INTIMATE CARE PLAN

Child's name:

Date:

Nominated carer name(s):

.....

Area(s) of need:

Detailed plan (please refer to any toileting, dressing, undressing and medical needs):

Pupil's views:

Nominated members of staff to execute this plan:

Signed by Parent:

Signed by Headteacher:

Signed by executing members of staff:

Please note: At the completion of the course of treatment this form WILL be retained for future reference.

Appendix 4 Intimate Care Plan Daily Log



INTIMATE CARE PLAN DAILY LOG

Child's name:

Date:

[illegible]