

1. Rationale

This school is an inclusive community that supports and welcomes pupils with medical conditions where it is our policy to encourage a co-operative open partnership between home and school that ensures the health and safety of children in our care. We expect that at all times our staff will follow all the correct procedures when supporting children with medical conditions and administering medicine to the children in our care.

*The policy is in line with the DfE statutory guidance on **Supporting Pupils with Medical Conditions (2014) for governing bodies and proprietors of academies in England.***

Key points of the guidance:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions be considered disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under the Act. Some may also have Special Educational Needs (SEN) and may have an Education, Health and Care Plan (EHCP), which brings together health and social care needs as well as their special educational needs provision. For children with SEN this policy should be read in conjunction with the SEND Code of Practice.

2. Key roles and responsibilities

- The Governing Body must make arrangements to support must make arrangements to support pupils with medical conditions in school, including making sure that a policy in school for supporting pupils with medical conditions is developed and implemented.
- The Governing Body has overall responsibility for the implementation of the Supporting Medical Conditions and Administering Medication Policy and procedures of Priory.
- The Governing Body has overall responsibility for ensuring that the Supporting Medical Conditions and Administering Medication Policy, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The Governing Body should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- The Governing Body should ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions.
- The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- The Governing Body has responsibility for ensuring the correct level of insurance is in place for Supporting Medical Conditions and the Administration of Medication.
- The Headteacher will be responsible for the day-to-day implementation and management of the Supporting Medical Conditions and Administering Medication Policy and procedures of Priory. This includes ensuring that all staff are aware of the policy and understand their role in its implementation.



- The Headteacher should ensure that all staff who need to know are aware of a child's medical condition.
- The Headteacher to ensure that a named member of staff is responsible for overseeing insulin injections for diabetic pupils when required.
- The Headteacher should ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in emergency situations.
- The Headteacher has overall responsibility for the development of Individual Healthcare Plans.
- The Headteacher should ensure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for also ensuring pupils do so.
- Staff, including teachers, support staff and volunteers, will be responsible for implementing the agreed policy fairly and consistently.
- All staff, including temporary or supply staff are aware of the medical conditions at this school and understand their duty of care to pupils in a medical emergency.
- School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions.
- Other healthcare professionals including GP's, paediatricians, nurse specialists/community paediatric nurses should notify the School Nurse Team and work jointly when a child has been identified as having a medical condition that will require support at school.
- They should provide advice on developing individual healthcare plans and ensure a coordinated approach.
- Parents and carers will be expected to keep the school informed about any changes to their child/children's health.
- Parents/carers should be involved in the drafting, development and review of their child's individual healthcare plan.
- Parents should carry out their actions within the healthcare plan eg; provide medicines/equipment and ensure that they or another nominated adult are contactable at all times.
- Parents and carers will be expected to complete a **medication administration form** prior to bringing medication into school. (see *appendix B*)
- Parents and carers will be expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

3. Supporting pupils with medical conditions

The 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 is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility.



- The school understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities to ensure full accessibility for all pupils. Risk assessments will be completed as part of the planning process to take account of any additional medical needs.

The school has clear guidelines on providing care, support and administering medication in school.

4. Special Medical Needs

Information about 'special medical needs' is gained from parents when a child is admitted. This is kept in the child's confidential record in the office. Class medical lists are given to each teacher. Children's problems that affect them at playtime are shared during a staff meeting. If a child develops special medical needs later on, school will liaise with parents and seek advice from the School Nurse. An Individual Health Care Plan may be required. New information should be added to the confidential record.

- Inhalers should be readily available to a child. (*see Asthma Policy*)
- Diabetic children may require insulin to be held on the premises. This must be stored in a refrigerator.

5. Health Care Plans (*see appendix A*)

Health Care Plans may be implemented for children with certain medical conditions (e.g. anaphylaxis, epilepsy, diabetes). This will give the emergency procedure required and also emergency medication to be administered.

Health Care Plans are completed in consultation with the School Nurse, taking into account advice from any other health professional involved with the child. The main purpose of a Health Care Plan is to identify the level of support that is needed for a child with medical needs, and the Emergency Procedure to be followed in such cases.

The plan will be shared with parents and reviewed annually or sooner if needed following advice from a health professional. Staff who support a child with a Health Care Plan will be made fully aware of its contents and any responsibilities attached to it.

All Care Plans are displayed in a folder in the first aid room, staff room, school office and school kitchen. An individual health care plan is also available within the child's classroom.

6. Administration of medicines in school

There are usually two main sets of circumstances in which requests may be made to the Headteacher for pupils to receive medicines in school and they are:

- a) Cases of chronic illness or long-term complaints such as asthma, diabetes or epilepsy.
- b) Cases where children recovering from short-term illnesses are well enough to return to school on a doctor's advice but are still receiving medication.

7. Guidelines

- It is helpful if parents can request medicines prescribed in dose frequencies which enable it to be taken outside school hours: medicines that need to be taken 3 times a day could be taken in the morning, after school and at bedtime.
- If medication has to be taken during the school day, wherever it is practicable we request a parent visits school to administer the medication. Where parents are clearly unable to administer medicines themselves (due to being out at work etc.) and have no one to substitute for them (e.g. relative or other nominee) then we will accept

responsibility for the administration of medicines. Parents are permitted to administer non-prescription medicines if they come to school.

- Prior to staff members administering any medication, the parents / carers of the child must complete and sign a medication administration form. (see *appendix B*)
- No child will be given medicines without written parental consent, unless in an emergency.
- Two members of staff will always administer medication. They will check that the correct medicine and dosage is being administered to the correct child. Written records will be kept of any medication administered to children.
- Medicines MUST be **in date, labelled**, and provided in the **original container** with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Medications will be stored securely in the office and Early Years kitchens. For medication linked to an Emergency Care Plan (ie: Cetirizine Hydrochloride) this to be stored on a high shelf in first aid bags, in the class store room for quick accessibility.
- For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHCP) will be developed in liaison with the pupil, parents/carers, headteacher, Inclusion Leader and medical professionals. This will include the storage of the medication.
- Non-prescription medicines, such as Calpol, will **not** be administered in school, by school staff unless under special circumstances and with agreement of the parent or the headteacher if the parent cannot be contacted. Emergency Calpol is kept in the Early Years and office kitchens. Only qualified staff may administer a controlled drug.
- Any medications left over at the end of a course will be returned to the child's parents. All medications are audited each half term.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of an adult.
- Pupils will never be prevented from accessing their medication.
- We cannot be held responsible for side effects which occur when medication is taken correctly.
- There is no legal or contractual duty for school staff to administer medicine or supervise a pupil taking medication. This is a voluntary role. If a class teacher/member of support staff refuses to administer medication, the Headteacher will delegate the responsibility to another member of staff.
- Members of staff are fully covered under the school's insurance policy for acting within the scope of their employment whilst administering medicines.

8. Training

Teachers and support staff will receive specific training from a relevant health professional on administering an emergency procedure and administration of specific medication listed with a Healthcare Plan/Emergency Care Plan. As a child moves through the school training is provided for new staff working with the pupil (ie: all staff working within the child's key stage would receive training).

9. Links to other Policies

- First Aid Policy
- Asthma Policy
- Drug Education
- Health and Safety



10. Monitoring and Review

Policy Author: Jackie Tindall

Policy Approved By: Edwin Lewis (Chair of Governors)

Responsible Committee: Full Governing Board

Date Approved: March 2020

Date of Review: March 2022

The whole school community shares a responsibility in the successful implementation of this policy. The Headteacher and Governing Body will review the effectiveness of this policy every two years, or earlier if necessary.



Who is responsible in an emergency (State if different on off-site activities):

Signed	Date
Parent/Carer	
Pupil (where appropriate)	
Headteacher	
Inclusion Leader/Senior Inclusion Leader	
GP/School Nurse	



Appendix B - Parental agreement for school to administer medicine

Priory Medication Administration Form

Priory cannot give your child medicine unless you complete and sign this form.

Short term medication : YES NO	Long term medication: YES NO
Name of Child:	
Date of Birth:	
Group/Class/Form:	
Medical condition/illness:	
Name/Type of Medicine (as described on the container):	
Prescribed by:	
Date dispensed:	Expiry date:
Dosage, method and timing:	
Special Precautions:	
Are there any side effects that the school/setting needs to know about?	
Self-Administration: Yes No (delete as appropriate)	
<p>I authorise Priory CE Primary School to allow my child to take the medicine as indicated above, during the school day. I realise that no agent of the school can be held responsible for any consequences of the failure to ensure that the medicine is taken.</p> <p>I will notify the school in writing of any change in the prescription dosage.</p>	
Signed by Parent/Carer:	Date:



Policy Author: Jackie Tindall

Policy Approved By: Edwin Lewis (Chair of Governors)

Responsible Committee: Full Governing Board

Date Approved: March 2018

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