


<b>Title: All Saints' C of E (VC) Primary School Supporting Pupils with Medical Conditions Policy</b>	
Full Governing Body Ratification	Date: September 2025
Total Number of Pages 7	Review date: September 2026
File Name: Supporting Pupils With Medical Needs Policy	

### **Equality and Diversity statement**

All Saints' C of E (VC) Primary School, Maldon is committed to treating all members of the community with fairness and respect regardless of their ethnic background, gender, religion, disability, sexual orientation or their socio-economic background. This policy has been written to assist the school community and ensure that as far as is reasonable no child or adult shall be unfairly treated, discriminated against or disadvantaged as a result

## Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities while they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

## School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. All Saints' Primary School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimize disruption to the learning of the child and others who may be affected (for example, classmates).

## Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

## **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

## **Entitlement**

All Saints' Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved if this is not explicit in their job description
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

## **Expectations**

It is expected that:

- Parents will inform the school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will cooperate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual

All Saints' Primary will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)

School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil

Transitional arrangements between schools will be completed in such a way that All Saints' Primary will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare

Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

## **Procedure**

The Governing Body of All Saints' Primary ensures that an appropriate level of insurance is in place with Essex County Council which reflects the level of risk presented by children with medical conditions.

## **Information**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the medical room. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names, photo and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

## **In an emergency**

In a medical emergency, teachers and teaching support staff have been appropriately trained to administer emergency paediatric first aid if necessary. At All Saints' all teaching and support staff receive First Aid Training every two years.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if a parent is not available. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

## **Administration of medicines**

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents are asked to complete an administration of medicines permission form before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be

responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, that the medicine is in-date, that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed immediately about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the medical room).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the first aid room fridge. Those that are kept in school will be stored in a locked cupboard in the first aid room which is also locked out of school hours. It is sometimes necessary to store medication that is a controlled drug. This will only be used by named members of staff who are trained and as part of an individual care plan. Should this need to be taken off site, for example for a school trip, then it will need to be signed out by the member of staff and signed back in again. (See the Appendix for the Medicine tracker record sheet). This will be kept in the first aid room also.

All prescribed medicines are kept in class medical boxes in the first aid room, which is in very close proximity to the school office. Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers do not need to be recorded unless health professionals have requested that this be monitored.

Inhalers are kept in the first aid room in the class medical box. All inhalers are marked with the child's name. All children with an inhaler must have them on educational visits, however short in duration. A Salbutamol inhaler for emergency use is kept in the first aid room and labelled accordingly. It will be administered in line with Guidance issued by the Department of Health September 2014, a copy of which is kept in the School medical room.

**Epi-pen** – Any trained member of staff can administer an epi-pen in an emergency. Training has been given to allocated staff members and a list of these staff can be found displayed in the medical room.

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Some children will also have antihistamine and this may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

**Type 1 Diabetes** - At All Saints' the medical, educational and emotional needs of pupils with Type 1 diabetes are managed by close consultation between: the child, the child's parents, the child's medical team, and all school staff. The child's Individual Healthcare Plan is reviewed on a regular basis (at the end of the school year in preparation for the forthcoming year AND whenever requested or a change is necessary). This informs staffing decisions throughout the year. All school staff have attended generic training and named members of staff receive specific training from the Diabetes Nurse Specialist.

There are a number of children in school with other medical conditions that require a range of supervision which does not involve taking medication. Staff who work with these children are specifically trained to meet their needs which are outlined in their Individual Health care plan.

## Complaints

Should parents be unhappy with any aspect of their child's care at All Saints' Primary School, they should discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the school's Complaints Procedure.

## Named people for administering medicines and those who are first aid trained 2025 - 2026

### Trained Staff:

Eleanor Newman completed Basic 1<sup>st</sup> aid Level 2 training on 4/12/23 which lasts for 3 years. She holds the position of overseeing first aid across the school with duties which include ensuring Individual Health Care Plans are updated, ensuring medicines are stored appropriately and checked regularly and that details of medical needs and procedures for specific children are shared appropriately with all staff. Jackie Lavender also completed the Basic 1<sup>st</sup> aid Level 2 training on 4/12/23 which lasts for 3 years.

Danielle Lewis, Stuart Cobb, Laura Johnson, Ed Smith, Helen Radnor, Jane Stevens, Eleanor Newman, Andrea Miles, Megan Martinez, Laura White, Corrinne White, Chloe Cooch, Mel Williams, Mandy Pond and Emma Hennis – **DIABETES BLOOD CHECKING AND INJECTING**

(For diabetic children training is very much child specific. Each child has details of their medication and who is trained to administer it in the medical room. Should new cases arise they too will have their details kept in the medical room and staff working with them will receive child specific training from other professionals working with the child and their family)

Trudi Rhodes and Alison Brown EYFS - **PAEDIATRIC FIRST AID**

Danielle Lewis, Gemma Hiskett, Mel Jacques, Corrinne White, Chloe Cooch, Eleanor Newman, Emily Wheeler and Mandy Pond – **EPILEPSY**

Danielle Lewis, Ed Smith, Jo Lumley and Kathryn Barnett – **PAEDIATRIC GASTROSTOMY AWARENESS TRAINING**

The main first aider holds certificates as a record of any medical training undertaken by staff. These are kept in the first aid room.

## Appendix

### Supporting Pupils with Medical Conditions Policy

Name of child and class	Medication	Medication expiry date	Date received in school	Date returned to parent or medication finished	Staff name	Date and time taken off of school and where is it going?	Signature