

Altofts Junior School

Supporting Pupils with Medical Conditions Policy



Approved By:	Headteacher
Date:	April 2025
Next review due:	April 2026

In line with our Vision and Values, Altofts Junior School is an inclusive community that welcomes and supports pupils with medical conditions.

1. Aims

Our aim is to ensure that all children with medical conditions or illnesses, both physical and mental health, are properly supported in school and can have a full and active role in school life, remain healthy and achieve their academic potential.

We recognise that some children may require on-going support, medicines or care to keep themselves well while others will only require support or medicines for a specific time frame and will ensure that children receive the appropriate care as advised by healthcare professionals.

All members of staff have a duty to maintain professional standards of care and to ensure that our pupils are safe.

In response to the Equality Act 2010, the school make reasonable adjustments for disabled school users, including those with medical needs, and we plan strategically to improve access over time.

In response to the requirement to support pupils at school with medical conditions we will produce individual healthcare plans and risk assessments where necessary and make reasonable adjustments to enable pupils with medical needs to fully participate all areas of school life including educational visits and sporting activities.

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. The school have staff trained in paediatric first aid; however in an emergency, swift action must be taken by any member of staff to assist any child or staff member as teachers and school staff have a common law duty of care. This duty of care also extends to staff leading activities taking place off site, such as visits, outings or field trips.

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 bodies 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](#).

3. Roles and responsibilities

3.1 The Governing Body

The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing body 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 healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way

- 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 consider 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 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

3.5 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.

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.

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.

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

Parental Responsibility

As agreed in our Home School Agreement, parents and carers should ensure that school is informed of any medical needs, either short or long term, that may affect their child's needs in school.

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical condition and details on the medication(s) their child needs. If medication is required, then there needs to be prior written consent from the parents/carers.

It is the parent's responsibility to check that the school has sufficient medication and that the medication is in date.

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 IHP.

The school will make every effort to ensure that arrangements are put into place in readiness for their start/return to school.

See Appendix 1.

6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

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 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 education, health and care (EHC) plan in place for the pupil. If a pupil has SEN but does not have an 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. The governing body and the SENCo will consider the following when deciding what information to record on IHPs:
- 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

There is no legal duty that requires school to administer medicines. However, any member of staff, who has agreed to and received the relevant training, may do so.

Staff, who volunteer to assist in the administration of medication to a pupil with medical needs, will receive the appropriate training/guidance through arrangements made with the appropriate service when needed.

Staff will not give any medication to a child unless written consent form has been completed and signed by the parent/carer.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision. Written parental/carer consent is still required. Pupils must not self-administer medication when there is no adult present.

Parents are encouraged to ask their doctor, where clinically appropriate, for medicines to be prescribed in dose frequencies that do not need the medicines to be taken through the school day. For example, three times a day would mean before school, after school and then before bed.

Staff will only administer the dose according to the instructions on the pharmacy label and will not alter the dosage without written instruction from the prescriber.

School will ONLY accept medicines delivered to the school office by an adult in the pharmacy labelled container as originally prescribed. Consent forms must be completed.

Medication should be collected by a parent or responsible adult at the end of the school day.

Medicines will not be released to a child for them to transport home.

School will support parents/carers to come into school to administer medications to their child.

Please note that parents and carers should keep their children at home if they are infectious or unwell and unable to access their education.

Prescription Medicines

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

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

The school will only accept prescribed medicines that are:

- In-date

- Labelled (Pupil's name, name of medication, dosage, frequency of administration, date of dispensing, storage requirements, expiry date)
- 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.

Response medication (such as inhalers and EPIPENS) are kept with the child in their red medical bag. Their medical bag goes with them around school including breaktimes and PE sessions as well as on any external school trips. It is the parent's responsibility to ensure that all inhalers and EPIPENS are within their use by date.

Non-prescription Medicines

Children are not permitted to have cough/cold sweets in school.

Travel sickness medication will be accepted (for the return journey of a school trip) but it must be in its original packaging with the child's name clearly marked on it. Parents must hand it over to the group leader on the day of the trip.

Non-prescribed medicines such as paracetamol will not be administered or supervised on a regular basis unless by arrangement with the Headteacher. If a parent/carer considers non-prescription medication is a requirement for their child they should contact the Headteacher directly for consideration. Written consent must be provided.

If a child refuses to take their medication, then school staff will not force them to do so. Parents will be informed as a matter of urgency. If the refusal results in an emergency, then the emergency services will be contacted immediately.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times. 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.

A record of **all medicines** administered will be kept by the school (see appendix 2).

7.1 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.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure 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.

7.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents, and it will be reflected in their IHPs if they have one.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP (where in place) and inform parents so that an alternative option can be considered, if necessary.

8. Emergency procedures

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

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.

The training will be identified during the development or review of IHPs. 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 SENCo. Training will be kept up to date.

Training will:

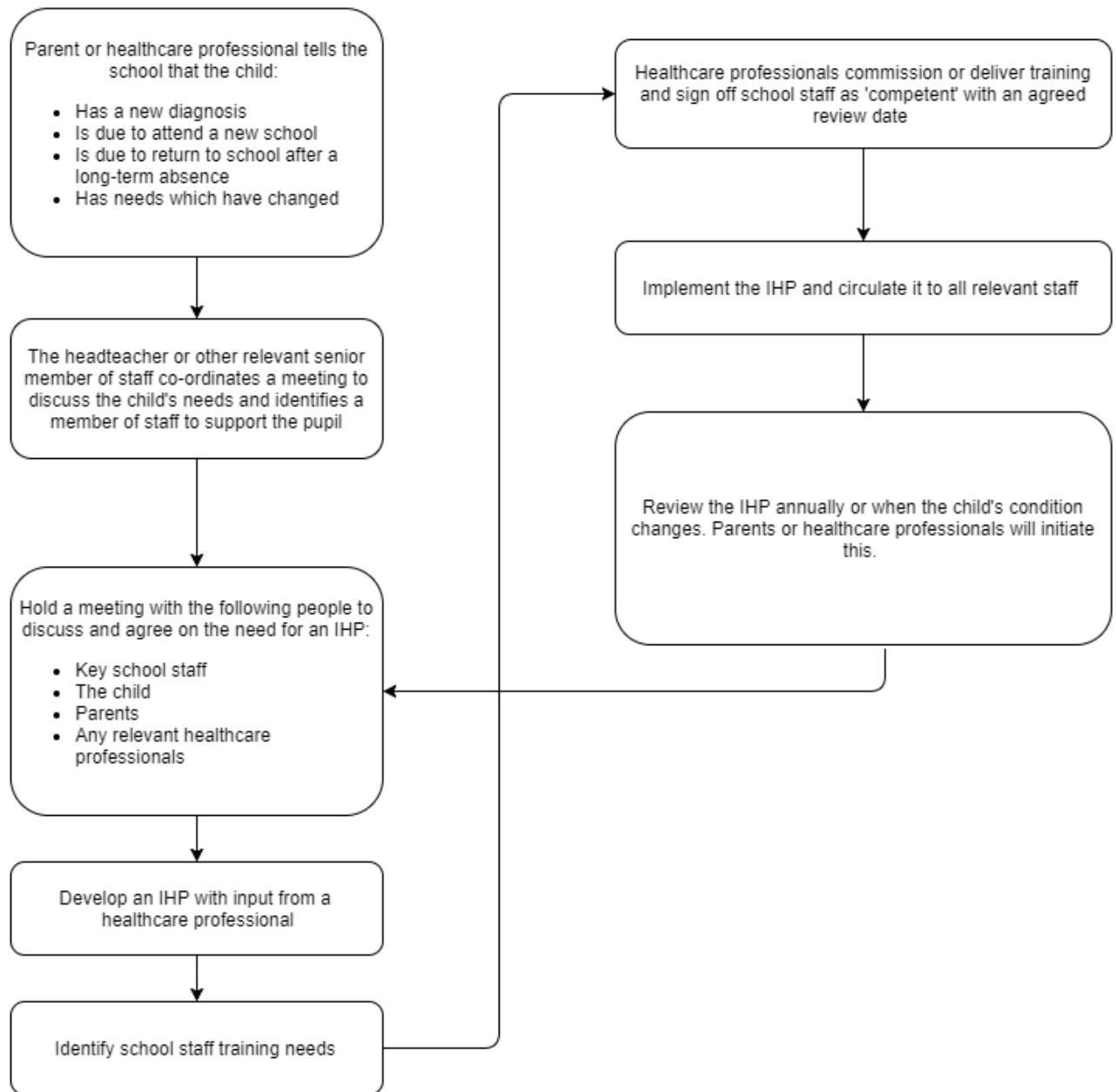
- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

10. 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.

Appendix 1: Being notified a child has a medical condition



Appendix 2 Permission to administer medication form



Request to administer medicines.

I hereby authorise a member of staff from Altofts Junior School to administer the following drug/ medication to my child.

Please complete the form below. We cannot administer any medication without this authorisation.

All medication MUST have been prescribed by your General Practitioner or Consultant and have the chemist's label attached to the box/bottle with the correct details on unless you have prior agreement from the Headteacher.

If medication changes, please complete a new form.

NAME OF PUPIL: _____ CLASS _____

NAME OF PRESCRIBED DRUG/MEDICATION:
(which has been prescribed by a General Practitioner or Consultant)

DOSAGE: _____ FINISH DATE OF MEDICATION: _____

FOR THE MEDICAL CONDITION OF: _____

ON THE FOLLOWING: TIME: _____ DAY(S): M / T / W / TH / F

DOES THE MEDICINE NEED TO BE KEPT IN A FRIDGE? YES NO (please circle)

HAVE YOU ENSURED THE MEDICATION IS IN A SEALED PLASTIC CONTAINER? YES NO (please circle)

SIGNED..... Parent/Carer DATE.....

Date	Time	Dosage	Given by	Signature	Staff observer