

Adderley Primary School

Supporting Pupils with Medical Conditions Policy

2024-2025

Agreed by:	Governing Body	
Review date:	September 2025	

Rationale

The school has a duty under Section 100 of the Children and Families Act 2014 to make arrangements for supporting pupils at school with medical conditions. The governing body will ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. The governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The governing body will ensure that arrangements give parents and pupils confidence in the school's ability to provide effective support for children with medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need. Adderley Primary School is an inclusive school where we focus on the well-being and progress of every child. We believe that the Equality Act provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people.

Purpose

Children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, governors do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so. As a UNICEF Rights Respecting school, we ensure that pupils are supported in line with Article 24, every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food and a clean environment and education on health and well-being.

General duties

When the school is notified that a child has a medical condition, procedures are in place to cover any transitional arrangements between schools and arrangements for any staff training or support. School does not have to wait for a formal diagnosis before providing support to a pupil. In cases where pupil's medical condition is unclear or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence.

Individual Healthcare Plans

Individual Healthcare Plans (IHP) will help school effectively support pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom.

- Plans will be drawn up in partnership between school, parents and a relevant healthcare professional e.g School or Specialist Nurse. Pupils will be involved whenever appropriate.
- Plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.
- Where a pupil has a special educational need identified in a statement or Educational Health and Care Plan (EHC), the individual Healthcare Plan (IHP) will be linked to, or become part of that statement or EHC.

Points considered when developing an IHP

- The medical condition, its triggers, signs, symptoms and treatments.
- Specific support for the pupil's educational, social and emotional needs e.g. how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, mentoring sessions.
- The level of support needed (some pupils will be able to take responsibility for their own health needs), including in emergencies. If a pupil is self-managing their medication this should 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 Health Professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of pupil's condition and the support required.
- Arrangements for written permission from parents and the Head Teacher, or the SLT for medication to be administered during school hours.
- Separate arrangements or procedures for school trips or other school activities outside of the normal school timetable that will ensure that the pupil can participate, eg risk assessments.
- Where confidentiality issues are raised by the parent of a child, the designated individuals to be entrusted with information about pupil's condition.
- What to in an emergency, including whom to contact and contingency arrangements.

ROLES AND RESPONSIBILITIES

Supporting a pupil with a medical condition during school hours is not the sole responsibility for one person. School will work in partnership with healthcare professional, social care professionals, Local Authorities, Parents and Pupils.

Governing Body

The governing body will make arrangements to support pupils with medical conditions in school and ensure that a policy is developed and implemented. The governing body will ensure that sufficient staff have received suitable training and are competent and confident before they take on responsibility to support pupils with medical conditions.

Head Teacher

The Head Teacher will ensure that:

- The school's policy is developed and effectively implemented with partners.
- All staff are aware of the policy and understand their role in its implementation.
- All staff who need to know are aware of pupil's condition.
- There are sufficient trained numbers of staff available to implement the policy and deliver against all IHPs including in contingency and emergency situations.

School Staff

- Staff may be asked to provide support to pupils with medical conditions.
- Staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support pupils with medical conditions.

School Nurse

Every school has access to school nursing services and Adderley has appointed a school nurse. Nursing Services are responsible for:

- Notifying the school when a pupil has been identified as having a medical condition which will require support in school.
- Liaising with lead clinicians locally on appropriate support for a pupil and associated staff training needs.
- Providing advice and liaising with staff on the implementation of a pupil's IHP.
- Other Healthcare Professionals including GPs and Paediatricians.
- They should notify the school nurse when a pupil has been identified as having a medical condition that will require support at school.
- Specialist local health teams may be able to provide support in schools for pupils with particular conditions (eg asthma, diabetes).

Pupils

- pupils will be fully involved in discussions about their medical support needs and contribute, and comply with, their IHP as appropriate.

Parents

- Will provide the school with sufficient and up to date information about their child's medical needs.
- Will be involved in the development and review of their child's IHP.
- Will provide medicines and equipment and ensure they, or another nominated adult, are contactable at all times.

Local Authority

The Local Authority should provide support, advice and guidance to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education at Adderley because of their health care needs, the LA has a duty to make other arrangements.

Providers of Health Services

Providers of Health Services should co-operate with school in providing valuable support, information, advice and guidance.

STAFF TRAINING AND SUPPORT

- The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required and how this can be obtained. However, school may wish to choose to arrange training and ensure this remains up to date.
- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils. This includes an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. A record of the staff training will be kept.
- A number of staff are trained certified first aiders, these are displayed around the school, these members of staff can be called to any medical situation and are competent to deliver first aid.

Staff will not give prescription medicines or undertake healthcare procedures without appropriate training – the training will be updated to reflect any IHP. All medication will only be administered by an SLT member, SEND Lead, School Nurse and any other specifically trained staff.

A first-aid certificate does not constitute appropriate training in supporting pupils with medical needs.

- Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medicine.
- School will have arrangements in place for whole school awareness training regarding supporting pupils with medical conditions (eg teacher training days, induction arrangements, Insets) to help ensure that all medical conditions affecting pupils in the school are understood fully, this includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- The family of a pupil will be key in providing relevant information to school staff about how their child's needs can be met.

THE CHILD'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

- The governing body will ensure that arrangements are made, for pupils who are competent, to manage their own health needs and medicines. This should be reflected in their IHP.
- Wherever possible pupils will be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Some pupils may require an appropriate level of supervision. If it is not appropriate for a pupil to self-manage, then relevant staff should help to administer medicines and manage procedures for them.
- If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Parents will be informed when the medication has not been administered for this reason.

MANAGING MEDICINES ON SCHOOL PREMISES

Receiving and Checking Consent from Parents/Carers

- The office keeps the Single Central Medical Record for Adderley Primary School.
- It is the responsibility of the School Nurse to ensure that the record is maintained and up-to-date.
- The record is collated through the year on a half-termly basis. The SEND Lead/School Nurse will add to it ongoing as new medical information is shared by parents/carers.
- If a parent/carer requests that the school administer medicine to their child, the staff member receiving the request must first establish whether the parent can administer the medicine themselves. For example, by coming in to school at break or lunch time.
- **The parent/carer administering medication is the preferred method and, in most circumstances, this should be the case.**
- However, in cases where the parent is unable to administer the medication they must give written consent on the appropriate school form for the school to be able to do this (see Appendix 2). **Hand written or typed letters of consent will not be accepted as consent.**
- Once the consent is completed by the parent/carer, it should be returned to the school office.
- The School Nurse/Office Team should check thoroughly that all the required information is complete and inform the parent/carer that an SLT member will be in contact with them shortly.
- **No medication will be administered until the SLT member/ School Nurse has spoken to the parent following receiving the consent form.**

- The form should be passed to the Head Teacher who will make the decision about whether the school can administer the medication and then delegate responsibility for the administration of the medication to an SLT member.
- The SLT member will then contact the parent/carer and go through the details of the medication required on the consent form.
- School will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (exception to this is insulin, which must still be in date but may be available inside an insulin pen or a pump, rather than in its original container).
- School Nurse and Office staff must check that that the child's name on the medication box/bottle is clear and readable prior to storing the medication in the fridge/cupboard.

Administering Medication

- All medication will be administered in the SLT office by the main entrance.
- Medication can only be administered by an SLT member/School Nurse/Office Staff.
- When medication is administered, a member of the office staff or other staff member must be present to verify the identity of the child, guidelines have been followed and the correct dosage has been given.
- Each time medication is administered, a record should be made on the medication's administration chart (see appendix 3).
- The consent form must then be returned to the Single Central Medical Record Folder in the main office.
- It is the school's responsibility to ensure that medicines are returned to the cupboard/fridge in the main office.
- It is the parent/carer's responsibility to ensure that medication is brought to school and collected when necessary.
- Pupils must be supervised when taking their own medication including the salbutamol inhaler and applying medicated creams.
- Medicines must be kept with the supervising adults during visits and outdoor activities.

Adrenaline auto injectors in schools

Schools may administer their "spare" adrenaline auto-injector (AAI), obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

AAIs can be used through clothes and should be injected into the upper outer thigh in line with the instructions provided by the manufacturer.

If someone appears to be having a severe allergic reaction (anaphylaxis), you MUST call 999 without delay, even if they have already used their own AAI device, or a spare AAI.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

Practical points:

- When dialling 999, give clear and precise directions to the emergency operator, including the postcode of your location (See Appendix 1).
- If the pupil's condition deteriorates and a second dose adrenaline is administered with the guidance of 999 ensure that the emergency services has been dispatched.
- Send someone outside to direct the ambulance paramedics when they arrive.
- Tell the paramedics: if the child is known to have an allergy;

what might have caused this reaction e.g. recent food. Report the time the AAI was given.

Natasha's Law

As per Natasha's law, the school ensures that the ingredients are listed on food that is prepacked for direct sale (PPDS) if it is selected or ordered by pupils or staff.

In order to avoid cases of severe allergy or anaphylaxis, the school will comply with a nut free environment. This includes food that is made in the kitchen and brought into school by parents, staff or pupils. Homemade snacks or party food contributions must have a label detailing all ingredients present and the kitchen environment where the food was prepared must be nut free.

The package must be in its original container and the label attached to the package or individually packed packages, must also include:

- Name of the food
- List of ingredients
- The 14 allergens required to be declared by law, emphasised within it

Parents must ensure that these standards are followed when distributing food and party snacks to children within the school premises.

Emergency salbutamol/ inhaler

The emergency salbutamol inhaler should only be used by pupils, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty)

Arrangements for the supply, storage, care, and disposal of the inhaler and spacers in line with the school's policy on supporting pupils with medical conditions:

- Having a register of pupils in the school that have been diagnosed with asthma or prescribed a reliever inhaler.
- Having written parental consent for use of the emergency inhaler included as part of a pupil's individual healthcare plan.

- Ensuring that the emergency inhaler is only used by pupils with asthma with written parental consent for its use.
- Appropriate support and training for staff in the use of the emergency inhaler in line with the school's wider policy on supporting pupils with medical conditions
- Keeping a record of use of the emergency inhaler as required by supporting pupils and informing parents or carers that their child has used the emergency inhaler.

RECORD KEEPING

Written records will be kept of all medicines administered to pupils. Parents will be informed if their child has been unwell in school.

EMERGENCY PROCEDURES

- Where a pupil has an IHP, this will clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms such as informing a teacher immediately if they think help is needed or use an emergency red hand for help.
- A trained first aider should be called to the person affected and a member of staff should stay with the pupil at all times, being sure not to be left unattended.
- If a pupil needs to be taken to hospital, staff should stay with the pupil until the parent arrives or accompany that pupil to hospital in an ambulance.

When local emergency services are called staff will give precise details of which entrance to use.

DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

The Governing body will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. School will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician states that this is not possible. A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included (refer to guidance on school visits).

POINTS FOR CONSIDERATION

School does not assume that every pupil with the same condition requires the same treatment. School will not send pupils with medical conditions home frequently, or prevent them from staying for normal school activities, unless this is specified in their IHP. If a pupil becomes ill, they will not be sent to the school office or medical room unaccompanied. School take into consideration hospital appointments when monitoring attendance.

- School does not prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

LIABILITY AND INDEMNITY

- School has an Insurance Policy that provides liability cover relating to the administration of medication.

- Any parents of pupils dissatisfied with the support provided should discuss their concerns directly with the school. If this cannot be resolved parents may make a formal complaint via the schools complaints procedure.
- The Head Teacher will have overall responsibility that this Policy is implemented and that risk assessments for school visits are undertaken.
- The SLT, SEND Leader and School First Aider will ensure that sufficient staff are suitably trained, cover arrangements are in place, supply teachers are briefed and IHP's are monitored.

Appendix 1

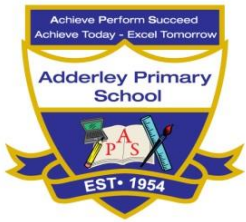
Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. School telephone number - 0121- 4641500
2. Your name
3. School location - Adderley Primary School, Arden Road
4. State the School postcode -B8 1DZ
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms

Appendix 2



Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting:

ADDERLEY PRIMARY SCHOOL

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other
instructions

Are there any side effects that the school
needs to know about?

Self-administration – Yes No

Date that medicine is to be stopped _____

I understand that I must deliver the medication personally to the School Office.

NB: Medicines must be in the original container (with a clear label) as dispensed by the pharmacy

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer signature _____ Date _____

Staff signature _____

Authorising SLT signature _____ Date _____

Appendix 3

Record of medicine administered to an individual child

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			