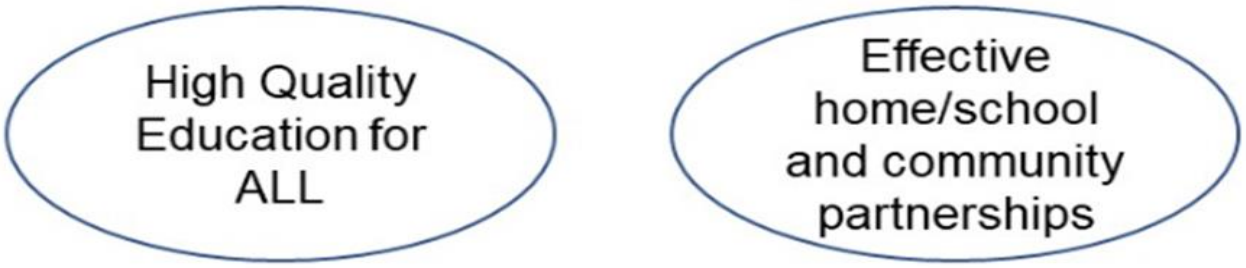
# Supporting Pupils with Medical Conditions Policy

**Our Shared Vision**

**Striving for excellence in everything we do**




**Equality Mission Statement**

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

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| **Approved by:**<br>Estate & Financial Management Committee | **Date:** |
| **Signature (Chair of Governors):** | **Signature (Headteacher):** |

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| **Last reviewed on:** November 2026 | **Next review date:** November 2027 |

A copy of this policy is available on the school website and a signed copy is held on file.

This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

***Article 3 Best Interests of the Child***

The best interests of the child must be a top priority in all decisions and actions that affect the child.

***Article 6 Life, Survival and Development***

Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

***Article 24 Health and Health Services***

Every child has the right to the best possible health.

This policy has been drawn up in accordance with the DfE guidance *Supporting pupils at school with medical conditions.*

This policy will be readily accessible to parents and school staff, and will be reviewed annually by Paula Thornton, Business Lead to keep up-to-date with statutory and non-statutory guidance and legislation.

**Purpose of policy:**

The purpose of this policy is to ensure arrangements are in place to support pupils at school with medical conditions, in light of updated guidance drafted by the Department of Education for governing bodies of maintained schools and proprietors of academies in England.

This policy outlines the correct procedures and protocols Becontree Primary will follow to support pupils with long-term and/or complex medical conditions, whilst safeguarding staff by providing clear and accurate guidance for all staff to adhere to.

**Related policies:**

The following policies should be read in conjunction with this one:

- Health & Safety Policy
- First Aid Policy
- Asthma Policy
- Asthma Friendly School Policy
- Allergy Safety Policy
- Children with Health needs who cannot attend school policy

**Aims:**

- To ensure arrangements are made for children with medical conditions to receive proper care and support whilst meeting our legal responsibilities;

- To provide guidance to all teaching and non-teaching staff members, ensuring staff are fully supported in carrying out their role to support pupils with medical conditions, including the procedure in an emergency situation;
- To identify the areas of responsibility and roles to all parties involved in the arrangements made to support pupils at school with medical conditions, including pupils, parents, staff, school nurses, Headteachers, Governing Bodies etc.; and
- To ensure procedures are followed to limit the impact of pupils educational attainment, social and emotional wellbeing that can be associated with medical conditions, both on Estate and during off site trips.

**Legislation Framework:**

This document replaces previous guidance on Managing Medicines in schools and early years published in March 2005.

Section 100 of the Children and Families Act 2014 places a duty on Governing Bodies to make arrangements for supporting pupils with medical conditions at school. This is because pupils with long-term and complex medical conditions may require:

- On-going support, medicines or care whilst at school to help them manage their condition;
- monitoring and intervention in emergency circumstances.

The Governing Body must further comply with their duties under the Equality Act 2010 towards disabled children and adults.

**Roles and Responsibilities:**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working between school staff, healthcare professionals, Local authorities, parents and pupils will be critical to ensure that the needs of pupils with medical conditions are met effectively.

Some of the most important roles and responsibilities at Becontree Primary are listed below, however this is not an exhaustive list:

The **Headteacher** is responsible for:

- ensuring all staff are aware of this policy;
- implementing this policy effectively and ensuring that **all** relevant staff members are aware of how to support pupils with medical conditions including their role in its implementation;
- the development of individual healthcare plans (IHCP's);
- ensuring there are sufficient trained members of staff available to implement the policy and deliver against all IHCP, including in contingency and emergency situations;
- ensuring all staff who need to know are aware of the child's condition;
- safeguarding school staff by appropriately insuring them and making them aware that they are insured to support pupils with medical conditions; and
- liaising with the school nursing service to inform them of a medical condition that has not yet been brought to their attention, which may require medical support at school.

**School Nurses** are responsible for:

- supporting staff on implementing a child's individual healthcare plan and providing advice on training; and
- liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.
- Notifying the school when a child has been identified as having a medical condition which will require support in school. This should, where possible, be done before the child starts at the school.

Suitable cover will be provided in the absence of the school nurse/healthcare professional.

**School staff** (teaching and non-teaching) should:

- provide support to pupils with medical conditions. This can be **any** member of school staff, and could include the administering of medicines, although you cannot be required to do so;
- take into account the needs of pupils with medical conditions that they teach;
- receive sufficient and suitable training to achieve the necessary level of competency before they take on the responsibility to support children with medical conditions; and
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**Pupils** should:

- provide adequate information about how their condition affects them;
- be fully involved in discussions about their medical support needs; and
- comply with their IHCP.

**Parents** should:

- provide medicine and equipment and ensure they or another nominated adult are contactable at all times;
- provide sufficient and up-to-date information to the school about their child's medical needs; and
- be involved and assist in drafting and developing their child's IHCP.

Other **healthcare professionals**, including GP's and providers of health services are responsible for:

- notifying the school nurse when a child has been identified as having a medical condition that requires school support;
- providing advice on developing healthcare plans; and
- co-operating with schools that are supporting children with a medical condition.

**Local Authorities** (LA) are responsible for:

- promoting cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving well-being of children so far as relating to their physical and mental health and their education, training and recreation;
- provide support, advice and guidance, including suitable training for school staff to ensure that the support specified within the IHCPs can be delivered effectively;
- working with schools to ensure that schools support pupils with medical conditions to attend full time; and
- making alternative arrangements where pupils would not receive a suitable education in a mainstream school because of their health needs when it is clear that a child will be away from school for 15 consecutive days or more because of their health needs.

**Procedure when the school is notified of a medical condition:**

- The school will contact the school nursing service when a child has been identified as having a medical condition that requires support.
- The nurse will then notify the school welfare officer who should take the necessary steps to co-ordinate a meeting to discuss the child's medical support needs. The meeting will involve key school staff, the pupil, parents, relevant healthcare professionals and other medical/health clinicians as appropriate.
- A decision will be made as to whether an IHCP will be created for the child.
- For children new to the school, support arrangements will ideally in place in time for the start of the relevant school term.
- In cases where the child moves to the school mid-term or receives a new diagnosis, the school will make every effort to ensure that interim arrangements are in place within 5 working days and permanent arrangements within 4 weeks.

The school will not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on available medical evidence and through consultation with parents.

**Individual Healthcare Plans (IHCP):**

A pupil's IHCP provides clarity about what needs to be done, when and by whom. When deciding whether an IHCP is appropriate and proportionate, schools should follow the steps below:

<u>Stage 1 – Gathering the information</u>

- The Administration Officer responsible for School Welfare co-ordinates a meeting between the school, healthcare professional and parent to discuss the medical support needs of the pupil.
- Pupils should be involved when possible.
- The meeting should ascertain whether an IHCP is appropriate, as not all children will require one.

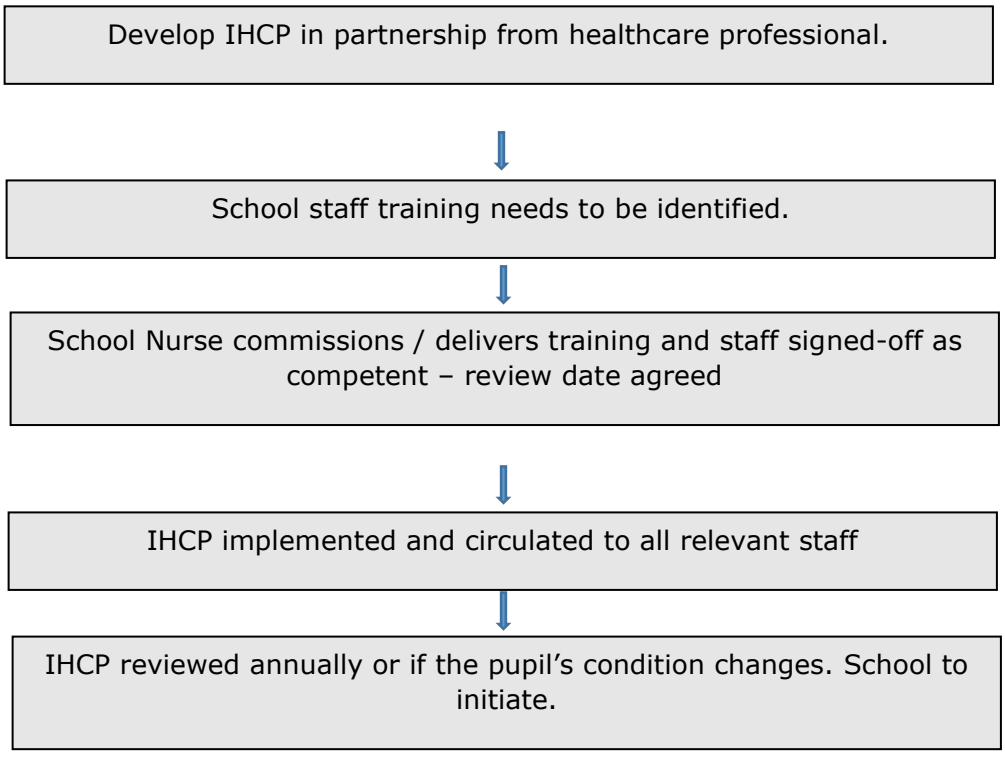
- All parties should agree, based on the evidence, as to whether an IHCP would be suitable. However, the School Nurse is best placed to take the final view if consensus cannot be reached.
- The decision should be based on:
    - whether there is a high risk that emergency intervention will be needed;
    - whether the medical condition is long-term and/or complex;
    - whether the child is returning to school following a period of hospital education or alternative provision (including home tuition);
    - whether medical conditions are likely to fluctuate.

**A member of the school staff should be identified as being the person who will provide support to the pupil.**

Stage 2: Developing an IHCP

The purpose of an IHCP is to capture steps which the school will take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Once the decision has been made to create an IHCP the outlined process should be followed. The IHCP provided by the School Nurse.



**Emergency Process:**

As part of general risk management processes, Becontree Primary has the following arrangements in place for dealing with emergencies situations:

- All pupils in the school should inform a teacher immediately if they think help is needed;
- The pupils IHCP will clearly define what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of the emergency symptoms and procedures for the individual pupil;
- When a pupil needs to be taken to hospital, staff will stay with the child until the parent arrives. If a child is taken to hospital by ambulance, staff will accompany the pupil;

All staff need to understand the local emergency services cover arrangements and ensure that the correct information is provided for navigation systems.

**Staff training and support:**

Becontree Primary will provide the following support to all staff involved in supporting pupils with medical needs:

- Any member of school staff providing support to a pupil with medical needs will receive suitable training. Staff training needs will be identified during the development or review of the pupils IHCP. Staff who already have some knowledge of the specific support needed by a child with a medical condition may not require extensive training.
- Staff who provide support to pupils with medical conditions will, when possible, be included in the meetings where this is discussed.
- The School Nurse will lead on identifying and agreeing with the school the type and level of training required. It will be the school's responsibility to arrange training and ensure that this remains up-to-date.
- The training will be sufficient to ensure all staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the IHCP.
- Staff will be made aware of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

**First Aid staff assist pupils to take their medication but must not <u>give</u> prescription medicines or undertake health care procedures without appropriate training (including amendments to the IHCP). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. However when selecting staff for specific training, those with a First Aid certificate will be considered first. To this end, all qualified First Aiders have been provided with a copy of this policy and have completed the declaration (Appendix B).**

- The Healthcare Professional, including the school nurse, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- As well as individual training, the school will make arrangements for whole school awareness training and induction arrangements for new members of staff. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

**Pupils role in managing their own medical needs:**

Pupils may be competent to manage their own health needs and medicines. Becontree Primary will discuss individual competencies with parents and ensure the IHCP reflects the pupil's competencies for managing their own medicines and procedures.

Pupils are not allowed to carry their own medicines and relevant devices, and will have access to their medicines from The First Aid Room for self-medication quickly and easily, wherever possible. Pupils who can take their medicines themselves still require an appropriate level of supervision. When it is not appropriate for the pupil to self-manage, staff will help to administer medicines and manage procedures for them.

If a pupil does refuse to take their own medicine, or refuses to carryout necessary procedures relating to their medical needs, staff will not force them to do so, but will follow the procedure agreed within the pupils IHCP. The Administrative Officer responsible for School Welfare will be responsible for informing the pupil's parents, so that alternative options can be considered for future situations.

**Record keeping and managing/storing of medicines:**

Record Keeping:

Written records of all medicines administered to individual children will be kept in the First Aid Room, detailing what and how much was administered, when and by whom.

These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed.

Parents will be informed when their child has been unwell at school by the Administrative Officer responsible for School Welfare (excluding the routine use of asthma inhalers).

Managing medicines on school premises:

In order to manage pupil's medical conditions effectively, Becontree Primary will not prevent pupils from eating, drinking or taking breaks when required.

The following procedures will be followed to manage medicines on-site:

- a pupil under 16 should never be given prescribed or non-prescribed medicines without their parent's written consent. See appendix A for the schools parental agreement for administering medicine;
- it is preferable that medication is prescribed by a GP or other medical professional and dispensed by a pharmacist;
- prescribed medicines that are in-date, labelled and include instructions for administration, dosage and storage will be accepted by the school. In most circumstances, the medicines should be provided in the original container and dispensed by a pharmacist, with the exception of insulin, which will be inside an insulin pen or pump;
- Over The Counter (OTC) medicines purchased to treat minor, self-limiting conditions do not require a prescription from a GP. OTC medicines that are in-date, labelled and include patient information leaflets, dosage and storage will also be accepted by the school. In most circumstances, the medicines should be provided in the original container;
- if there is any doubt, the school will seek clarification from a medical professional before administering any medication;

- all medicines will be stored safely. Children must know where their medicines are kept, and will be accompanied by a first aider too so they can access them immediately;
- Becontree Primary will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container at the First Aid Room and only named qualified school First Aiders will have access;
- controlled drugs will be easily accessible in an emergency at all times; and
- no pupil will be given medicine containing aspirin unless prescribed by a doctor. Other medication, i.e. for pain relief will not be given without first checking the maximum dosages and when any previous doses were taken and it is the responsibility of the parent to provide this information when completing the medication consent form. If the medication is for a long-term, on-going condition then parents will be informed by the Administrative Officer responsible for School Welfare if the child has needed this medication during the school day (this excludes Salbutamol inhalers and agreed regular dosage; eg insulin).

Storage/Disposal of Medicines:

Children will be able to access their medicines from The First Aid Room for self-medication, quickly and easily, but only under adult supervision. Pupils' medicine will not be locked away out of the pupil's access; this is especially important on school trips, where a designated adult will carry this at all times. It is the responsibility of the School to return medicines that are no longer required, to the parent for safe disposal.

**Off-site procedure:**

Becontree Primary will assess what reasonable adjustments can be made to enable pupils with medical needs can participate fully and safely during off-site trips.

All staff members should be aware of how the pupil's individual medical condition will impact their participation, but should allow enough flexibility for pupils to participate according to their own abilities, unless evidence from a GP states otherwise.

A risk assessment will be carried out by the Teacher in charge of the trip (with the approval of the Headteacher) prior to the off-site trip taking place to ensure pupils with medical conditions can participate safely. This will require consultation with parents and pupils and advice from the relevant healthcare professionals.

**Unacceptable practice:**

Staff should use their discretion and judge each case on its merits with reference to the child's IHCP. However, **it is not general acceptable practice to**:

- assume that every child with the same condition requires the same treatment;
- prevent children from accessing their inhalers or medication easily, and administering their medication when and where necessary;
- if the pupil becomes seriously ill, send them to the school The First Aid Room unaccompanied or with someone unsuitable;
- send pupils with medical conditions home frequently or prevent them from participating in normal school activities, unless specified in their IHCP.
- penalise pupils for their attendance record if absences relate to their medical condition i.e. hospital appointments;
- ignore the views of the pupil or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- prevent children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- create barriers to pupils participating in any aspect of school life, including off-site school trips; or
- require parents to attend school to administer medication or provide medical support to their child.

No parent should have to give up working because Becontree Primary is failing to support their child's medical needs.

**Insurance/Complaints procedure:**

<u>Insurance/ Indemnity:</u>

The school provides the appropriate level of insurance to cover staff providing support to pupils with medical conditions. The school's insurance arrangements are detailed within The Local Authority Insurance Policy and is accessible from Paula Thornton at the School Office.

The school's insurance policy covers liability relating to the administration of medication.

**Complaints:**

Should parents or pupils be dissatisfied with the support Becontree Primary has provided, the initial concern should be raised with Paula Thornton, Business Lead. If the concern cannot be resolved with the school directly, a formal complaint can be made via the school's complaints procedure, which is accessible from Paula Thornton, School Office.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after the above attempts at resolution have been exhausted.

**Parental consent:**

Parent/carers will either complete a Medicines form (Appendix A) and/or sign an IHCP, which will act as consent to this policy.

The Policy will be available to any parent/carer who should require it.

**Appendices:**

Appendix A: Parental agreement for school to administer medicine.

## Parental agreement for Becontree Primary School to administer medicine

**(One form to be completed for each medicine)**

**The school will not allow your child to take medicine unless you complete and sign this form.**

Name of child _____ Class _____

Date of Birth _____/_____/_____

Medical condition or illness _____

**Medicine:**
**It is preferable that medication is prescribed by a GP or other medical professional and dispensed by a pharmacist. Prescribed and Over the Counter medicines should be in the original container with the patient information leaflet.**

Name/type and strength of medicine _____
*(as described on container)*

_____

Date commenced ____/_____/_____ Until _____/_____/_____

Dosage and method _____

Time to be given _____

Special precautions/storage _____

Are there any side effects that the School should know about? _____

I am informing you that it is necessary for my child to receive this medication during school time. I understand that a member of staff has no obligation to give or supervise the administration of medicines at school. However, I request that the medication named above be administered by/taken under supervision of a member staff.
I understand that the school can not be held liable if the medication is not taken and I am aware that if my child refuses to have the medication they will not be forced to do so.

Procedures to take in an emergency _____

_____

**Parent/Carer Contact Details:**

Name _____

Daytime telephone no. _____

Relationship to child _____

Address _____

_____

I understand that I must deliver the medicine safely to the school office for storage in the First Aid Room. The medicine must be clearly labelled with the child's name, dosage and class.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to **appropriately trained** 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. I understand that whilst the member of staff will take all reasonable care during this procedure he/she cannot necessarily be held responsible for any injury suffered by the child, which occurs as a result of taking this medication.

I understand that more information is available in the SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY. A copy of this can be obtained from the School Office.

I agree to authorize the Headteacher to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner. I set out below any medical condition from which my child is suffering, together with details of the treatment required.

_____

_____

Parent's signature _____

Parent's name (print) _____

Date _____

Name of staff member accepting this form: _____

Appendix B:

**BECONTREE PRIMARY SCHOOL**

**SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY**

**Staff Declaration:**

To be signed by all staff who have undertaken the training as a First Aider and hold a current certificate and may therefore as part of these duties administer medicine to pupils, also other staff as deemed applicable.

By signing this form you are acknowledging that you have read and understood the policy and procedures in place by the school to support pupils with medical conditions.

Print name ……..

Signed …….

Date …….

Please return this form to Michelle Smallman.