



**SUPPORTING CHILDREN WITH MEDICAL CONDITIONS POLICY**

**Believe and Achieve**

**Believe in ourselves, those here to help us and God**

**Achieve our goals and celebrate success in every area of school life**

*With God there is no limit to what you can do. There is no obstacle you can't overcome.  
Through Him, all things are possible.' Matthew 19.26.*

This underpins our **Christian vision** statement at St Nicholas:

*Our school is a happy place where everyone is valued, every child can thrive and reach their full potential and where we live out our Christian values celebrating the uniqueness of each individual.*

Our **Values** are: kindness, hope, perseverance and responsibility.

At St Nicholas School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

Policy reviewed by:	SEC
Policy adopted by GB:	Feb 2025
Chair of Governing Body:	Lucy Parr
Headteacher	Rizelle Crouch
Policy review due:	Feb 2027

DfE guidance 2015

*Key points*

*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.*

Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Details should include:

- who is responsible for ensuring that sufficient staff are suitably trained
- a commitment that all relevant staff will be made aware of the child's condition
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available
- briefing for supply teachers
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable
- monitoring of individual healthcare plans.

**This school is an inclusive community that supports and welcomes pupils with medical conditions.**

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school-based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- Specific roles and responsibilities are outlined in Appendix 3.
- This school will listen to the views of pupils and parents/carers/carers.
- Pupils and parents/carers can feel confident in the care they receive from this school and that the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on his/her ability and confidence.

- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the Supporting Children with Medical Conditions Policy.
- This school understands that all children with the same medical condition will not all have the same needs; our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21.) Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with its duties under that Act. Some children may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the school's Special Educational Needs Information Report and the SEN Policy, both of which are on the school's website.

**This school's Supporting Children with Medical Conditions Policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

- Stakeholders include pupils, parent/carers, school nurse, school staff, governors, and relevant local health specialist services.

**The Supporting Children with Medical Conditions Policy is shared with staff, parent/carers/carers and other key stakeholders to ensure its full implementation.**

**All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- At this school all children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required, will have an individual healthcare plan (IHP) (see Appendix 2), which explains what help they need in an emergency. The IHP is stored in the main office and in classrooms. The IHP will be sent with the pupil should he/she need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- This school makes sure that all staff providing support to a pupil have received suitable and ongoing training to ensure that they have confidence to provide the necessary support to the child and that they fulfil the requirements set out in the pupil's IHP. This should be provided by a specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The suitably qualified healthcare professional will confirm the competence of the member of staff. This school keeps an up-to-date record of all training undertaken and by whom.

- This school has chosen not to hold an emergency salbutamol inhaler for use by pupils.

**All staff understand and are trained in the school's general emergency procedures.**

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with him/her until a parent/carer arrives, or will accompany the child if taken to hospital by ambulance. Members of staff will not take pupils to hospital in their own cars.

**This school has clear guidance on providing care and support and administering medication at school.**

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- This school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. This school will ensure that there are sufficient staff trained to cover any absences, staff turnover and other contingencies. This school's Governing Body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in emergency circumstances.
- When administering medication, for example pain relief, where parental consent has been received to do this, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed that medication has been administered and it is recorded on the Administration of Medicine Form.
- This school will ensure that reasonable adjustments are made when a pupil with a medical condition attends an off-site visit, e.g. by allocating a trained member of staff or health professional.
- Parents/carers/carers at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

**This school has clear guidance on the storage of medication and equipment at school.**

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc, are not locked away but are readily available wherever the child is, both in the school and when attending off-site activities.

- Pupils may carry their own medication/equipment, or they should know exactly where to access it. Those pupils deemed competent to carry their own medication/equipment with them will be identified and recorded through the pupil's IHP in agreement with parents/carers.
- School will store controlled drugs securely in a non-portable container, with only named staff having access. Staff at this school may administer a controlled drug to a pupil once they have had specialist training.
- Under no circumstances will medication be stored in first aid boxes.
- This school will only allow the administration of medication that is in date, labelled and in its original container with prescribing instructions. The exception to this is insulin, which though it must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

**This school has clear guidance about record keeping.**

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- This school uses an IHP to record the support an individual pupil needs around his/her medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHP. Appendix 1 is used to identify and agree the support a child needs and the development of an IHP.
- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever a pupil's needs change.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to IHPs for the pupils in their care.
- This school makes sure that the pupils' confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school informs parents of any medicine that has been administered in line with a signed parental permission form by a phone call and maybe in addition, a verbal message at the end of the day if the parent is collecting the child. The phone call is recorded on the administering of medicine by the person who made the call.

**This 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.**

- This school is committed to providing, as far as possible, a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This 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 in order that they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This school will undertake thorough risk assessment procedures to ensure risks are identified and reasonable adjustments are made for a pupil with medical needs. In some circumstances, even after all available options have been explored, a pupil may not be permitted to fully participate in school visits due to the risk to themselves even after all available options have been explored.

**This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and off-site visits.**

- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Staff will feedback to parents if a child is finding the demands of the school day difficult.
- This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/INCO who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- Pupils at this school are taught how to behave in an emergency.

- This school makes sure that a risk assessment is carried out before any out-of-school visit, residential trips, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this as stipulated in the medication bags.**

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.

- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

- This school reviews all medical emergencies and incidents to see how they could have been avoided where possible, and changes school policy in line with these reviews.

**Each member of the school and health community knows his/her role and responsibilities in maintaining and implementing an effective medical conditions policy.**

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

- Key roles and responsibilities are outlined in Appendix 1.

**The Governing Body ensures the following is in place to address liability and indemnity:**

- the appropriate level of insurance is in place and appropriately reflects the level of risk

- the insurance policy provide liability cover as long as the requirements of the insurance are complied with, e.g. all the appropriate training and risk assessment has taken place

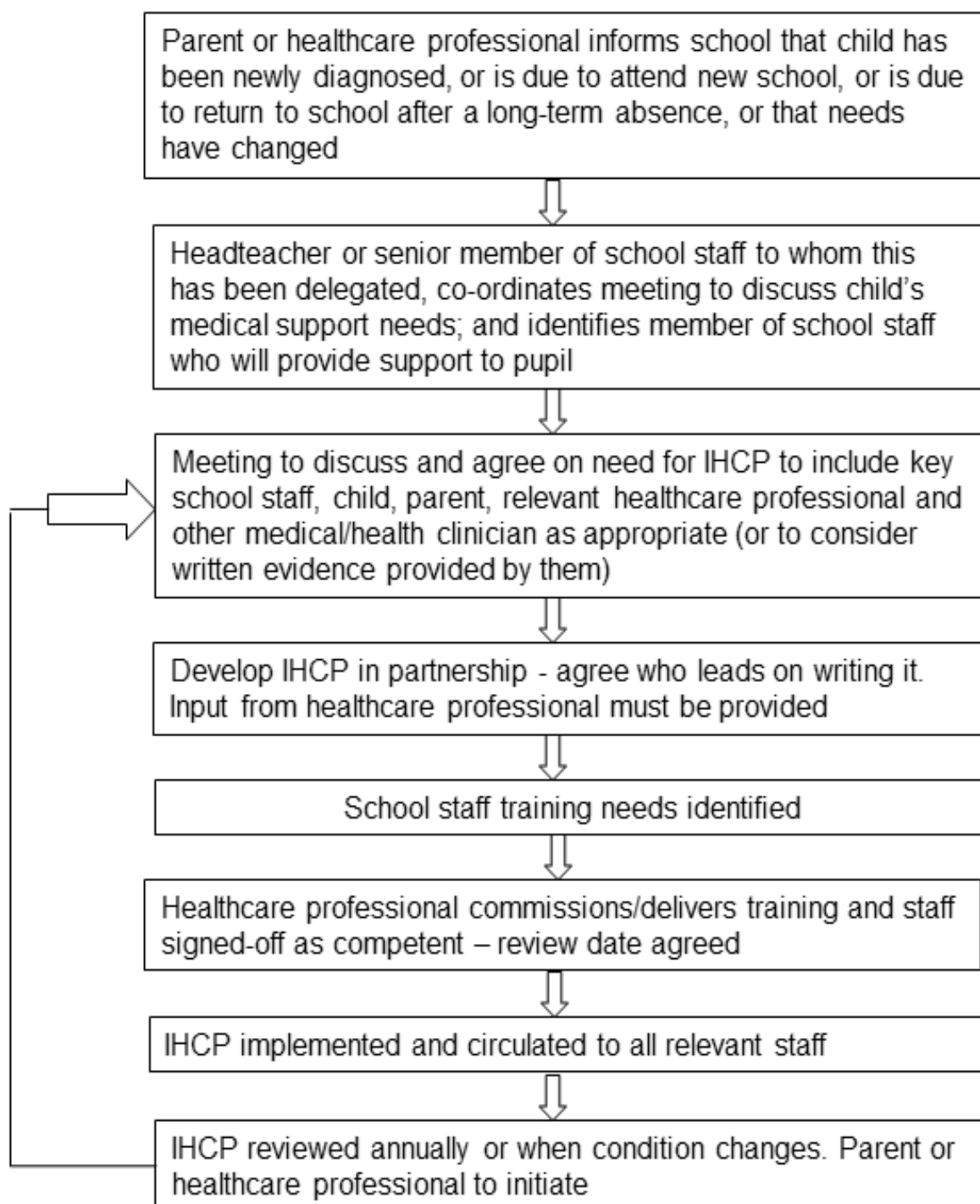
- in the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

**The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.

Should parents and pupils be dissatisfied with the support provided they should discuss these concerns with the Headteacher.

### Appendix 1: Process of developing IHCP



## Appendix 2 Individual Healthcare Plan



### St Nicholas Primary School - Pupil Individual Healthcare Plan

<b>Child's name</b>	
<b>Group/class/form</b>	
<b>Date of birth</b>	
<b>Child's address</b>	
<b>Medical diagnosis or condition</b>	
<b>Date</b>	
<b>Review date</b>	

#### Family Contact Information

<b>Name</b>	
<b>Phone no. (work)</b>	
<b>(home)</b>	
<b>(mobile)</b>	
<b>Name</b>	
<b>Relationship to child</b>	
<b>Phone no. (work)</b>	
<b>(home)</b>	
<b>(mobile)</b>	

#### Clinic/Hospital Contact

<b>Name</b>	
<b>Phone no.</b>	

#### GP

<b>Name</b>	
<b>Phone no.</b>	

**Who is responsible for providing support in school**

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**Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.**

**Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision**

**Daily care requirements**

**Specific support for the pupil's educational, social and emotional needs**

**Arrangements for school visits/trips etc.**

**Other information**

**Describe what constitutes an emergency, and the action to take if this occurs**

**Who is responsible in an emergency (*state if different for off-site activities*)**

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***School to complete this section only***

**Plan developed with**

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**Staff training needed/undertaken – who, what, when**

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**Form copied to**

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### **Appendix 3: Roles and responsibilities**

**Governing bodies** – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

**Headteacher** – should ensure that their school’s policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child’s condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child 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.

**School staff** – any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**School nurse** – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

**Other healthcare professionals** - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a co-ordinated approach.

**Pupils** – with medical conditions will often be best placed to provide information about how their condition affects them. They may be involved in discussions about their medical support needs and contribute to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

**Parents/carers** – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Once the child's individual healthcare plan has been finalised, parents and staff will have a discussion with the child to explain how they will be supported.



#### Appendix 4: Record of parental agreement for school 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.

<b>St Nicholas Primary School</b> <b>Record of general medicine administered to an individual child</b>	
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<b>Name of child</b>					
<b>Class</b>					
<b>Date medicine provided by parent</b>					
<b>Name and strength of medicine</b>					
<b>Expiry date</b>					
<b>Dosage to be given including times</b>					
<b>1. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.</b>					
<b>2. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy.</b>					
<b>Signature of parent giving permission to administer medication in school</b>					
<b>Date</b>					
<b>Please provide emergency contact details</b>					
<b>Member of staff receiving the medication</b>					
<b>Date medication administered</b>	<b>Time given</b>	<b>Name of medicine</b>	<b>Dose given</b>	<b>Name of member of staff</b>	<b>Parent Informed Y/N</b>

