

Supporting Pupils with Medical Conditions Policy

Reference should also be made to the DfE's statutory guidance
[Supporting Pupils with Medical Conditions 2015 \(reviewed Aug 2017\)](#)



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Approved by Governors: Awaiting approval

This policy is written in line with the statutory requirements set out in the Equality Act 2010 and the government's statutory and non-statutory guidance as set out in Supporting Pupils at School with Medical Conditions (2015). The policy is also written in compliance with the statutory requirements set out in section 100 of the Children and Families Act 2014.

Aims and Principles:

Sidegate is an inclusive community that welcomes and supports 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 Sidegate because arrangements for their medical condition have not been made. Staff understand the medical conditions of pupils at Sidegate and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

Sidegate ensures that all staff understand their duty of care to children and young people and the importance of medication and care being taken as directed by healthcare professionals and parents. Staff are made aware of the medical conditions that affect pupils at Sidegate and those who work directly with pupils with specific medical conditions receive regular training as advised by healthcare professionals.

Sidegate Primary School will respond accordingly to the different demands of a pupil's medical condition. The School understands that all children with the same medical condition will not have the same needs.

This policy:

- Sets out how all pupils with medical conditions receive proper care and support whilst during lessons, PE, games and break times and on school trips and visits.
- Sets out the necessary safety measures to support pupils with medical conditions (including long-term and/or complex needs).
- Defines individual staff responsibilities for pupils' safety.
- Explains procedures to ensure the safe management and administration of medicines.
- Will ensure that clear guidance is given with regards to the storage of medication and equipment at school and when on school trips.
- Will ensure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Will identify transport healthcare plans for pupils with life-threatening conditions for use when on school trips and visits and for home to school transport when it is LA provided.
- Will be supported by clear communication channels to pupils, parents, carers, staff, governors, healthcare professionals and/or healthcare agencies.

Roles and Responsibilities:

Governing Body

The Governing Body will ensure that there are adequate provisions for the training needs of all staff in relation to this policy and also to ensure that appropriate levels of insurance and liability cover are in place.

The relevant responsible governor is Hannah Cutts.

Head Teacher (Anna Heaven)

The Head Teacher has overall responsibility for all policies and procedures including those relating to supporting pupils in school with medical conditions. The Head Teacher, with the approval of the Governing Body, has appointed Jessica Mann, Assistant Head Teacher for Inclusion, as the designated person responsible for ensuring support for pupils with medical conditions.

Designated Contact (Jessica Mann)

The Designated Contact is responsible for facilitating communication with all parties and ensuring that the school meets the needs of all those identified.

The Designated Contact is responsible for:

- Putting appropriate arrangements in place.
- Ensuring the suitability of the procedures.
- Ensuring adequate inspection and review of this policy and the procedures is in place, including after any incidents involving pupils with medical conditions or the administration of medicines.
- Implementing a system for keeping staff up to date with information and names of pupils who need access to medication.
- Ensuring annually that all staff know how to call for help in an emergency.
- Will report on progress to the Head Teacher.

Areas of general responsibility include:

- Maintaining a list of all pupils with medical conditions.
- Ensuring all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Notifying all staff who need to know of an individual child's medical condition.
- Ensuring all staff are aware of the up to date medical situation of individual pupils.
- Ensuring there are sufficient trained numbers of staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations (a first aid certificate does not constitute appropriate training in supporting children with medical needs)
- Informing the Head Teacher if recruitment of additional and appropriate member(s) of staff is necessary.

- Ensuring that a risk assessment is carried out before any out-of-school visits. 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.
- Ensuring that any adjustments to accommodation or the curriculum are made.
- Providing ongoing monitoring of the pupil's individual situation and needs whilst in school.
- Developing appropriate individual healthcare plans and/or risk assessments as well as emergency plans.
- Ensuring that first aid and medical advice is available in the school.
- Arranging briefing for staff on first aid and medical arrangements.
- Ensuring that prescribed medication is administered appropriately.
- Ensuring that detailed records of medication administered and general record keeping in relation to pupils with medical conditions is strictly kept up-to-date.
- Ensuring that arrangements are in place for safeguarding pupils during off-site activities.
- Ensuring that all parents are aware of the school's policy and procedures for dealing with medical needs.

Sidegate Primary School will ensure that the Designated Contact receives adequate training in order to deliver this role effectively and safely, including update training of relevant frequency.

School Staff

Sidegate School ensures 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. In order to facilitate this appropriate adjustments and extra support are provided.

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. Staff will ensure that pupils have the appropriate medication/equipment/food with them during physical activity.

School staff will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. The school **will never** accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

The school arrangements for administering medication are in line with the government guidance in [Supporting pupils at school with medical conditions \(GOV.UK\)](#).

Parents

Parents/Carers are responsible for making sure that their child is well enough to attend the school. Normally any prescribed medication should be administered at home. The school accepts, however, that it may be necessary for some medication to be administered during school hours especially where it would be detrimental to a child's health if medicine were not administered during the school 'day'. In the case of antibiotics, these will only be given if the course is needed to be taken four times during the day, the school will administer a dose at lunchtime. If this is not possible for the family, Parents/Carers will need to contact the school to discuss this further.

Parents/Carers should provide the Head Teacher with sufficient information about their child's medical condition and treatment or special care needed at school during the school day. Parents/Carers should ensure that these details are kept up to date and inform the school immediately if their child's needs change.

Parents are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner, a doctor, dentist or nurse consultant. The medication must also be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Where appropriate, parents/guardians will be involved in drawing up a healthcare plan/risk assessment for their child (Not all children with a health condition require an Individual Health Plan).

Specific Medical Issues

All pupils are welcome at Sidegate and are encouraged to fully participate in all school activities. Parents/Carers of children who require daily treatment and medication (such as those children with asthma, diabetes) must ensure that medication is lodged with the school with clear, succinct guidance as to its usage. The medication must be provided in the container as dispensed. The School will record and inform the parent/carer of any medication given.

All emergency medications are checked monthly to ensure they are fit for practice. Parents/carers are informed when individual medications are expiring or low in stock. Parents/carers are required to dispose of and replace medication as soon as possible when requested by the school.

Training is undertaken annually and where deemed necessary a designated member of staff will be allocated for primary care for the individual condition of the child. The School holds emergency inhalers, glucose tablets and epi-pens in case of emergency. Parents are asked to sign a form for their consent for these to be used if needed/appropriate.

Individual Health Care Plans (IHPs)

When enrolling, Parents/Carers are asked if their child/ren has any medical conditions. IHPs are used to record the support an individual pupil needs around their medical condition where appropriate. Not all children with a medical condition need an Individual Health Care Plan.

The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services. An IHP details exactly what care a child needs in school, where they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This should be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and healthcare. All IHPs are uploaded onto the school's online medical system, Medical Tracker.

General and sometimes specific training is given to staff and is regularly updated as needed. Alongside this staff are given written information on medical conditions, including avoiding common triggers. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs. A child's IHP should explain what help they need in an emergency.

The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings. Some pupils with medical conditions will require a Personal Emergency Evacuation Plan (PEEP) which will name a responsible member of staff to assist the pupil during an emergency. If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. Unless absolutely necessary, they will not take pupils to hospital in their own car.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Sidegate will work with the relevant authorities to ensure that the child receives the support they need to reintegrate effectively. Sidegate works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Storage of medicines

- Sidegate will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- Parents are responsible for providing medication in a clearly labelled, original container. Instructions regarding dosage and timing of administration must be included. Parents are responsible for replacing out of date medication including inhalers and epi-pens in a timely fashion or when requested by the school.

- Pupils may carry their own medication/equipment when necessary and in communication between School and parents (such as telephones, linked to diabetes pumps) or they should know exactly where to access it.
- At Sidegate, staff will keep controlled drugs stored securely, but accessible, with only named staff having access. ADHD medication will only be administered with a Health Care Plan and when parents have signed the Health Care Plan and permission to administer medicine form.
- Sidegate ensures that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- Sidegate will store medication that is in date and labelled in its original container in accordance with its instructions. The exception to this is insulin, which although must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Sidegate 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.
- Parents are asked to collect all medications/equipment at the end of the academic year, and to provide new and in-date medication at the start of each new academic year.

Record Keeping/General Data Protection Regulations

Sidegate has clear guidance about record keeping in line with our latest Pupil Privacy Notice, published on our school website (<https://www.sidegate.co.uk/policies-and-procedures/>).

- Parents at Sidegate are asked if their child has any medical conditions on the enrollment form.
- Sidegate uses an online system called Medical Tracker. The platform connects to our Information Management System (MIS) and syncs all medical data securely.
- Medical Tracker allows us to inform parents/carers of first aid incidents, medication administration by email.
- Medical Tracker is registered with the Data Protection Registrar and all information provided by the parent/carer is kept private and will not be passed on to any other organisation. Medical Tracker allows Sidegate to produce a centralised register of Health Care Plans, and an identified member of staff has the responsibility for this register.
- Sidegate uses an Individual Health Care Plan to record the support an individual pupil needs around their medical condition. The Individual Health Care Plan is developed with the pupil (where appropriate), parent and school staff. Other school staff are made aware of and have access to the Health Care Plan for the pupils in their care. Individual Health Care Plans are held in school.
- Pupils with severe/complex conditions (including diabetes, epilepsy and cystic fibrosis) will have their own Individual Health Care Plan. The Individual Health Care Plan is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The pupil (where appropriate), Parents/Carers, school staff hold a copy of the Individual Health Care Plan.
- Sidegate ensures that the pupil's confidentiality is protected. Sidegate seeks permission from parents before sharing any medical information with any other party.

- Sidegate meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's Health Care Plan. which accompanies them on the visit.
- Sidegate keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Sidegate ensures that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support. We make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's Health Care Plan. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and Sidegate keeps an up to date record of all training undertaken and by whom.

Safeguarding

This Policy should be considered alongside the schools' commitment to safeguarding and promoting the welfare of all pupils at Sidegate Primary. Further information can be found in the school's [Child Protection and Safeguarding Children Policy](#) and [Keeping children safe in education 2024](#).

Liability and indemnity

Sidegate Primary School has comprehensive insurance cover through RPA, a scheme provided specifically for schools.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with Sidegate Primary School. If for whatever reason this does not resolve the issue, they may make a formal complaint via our complaints policy, published on our school website <https://www.sidegate.co.uk/policies-and-procedures/>.