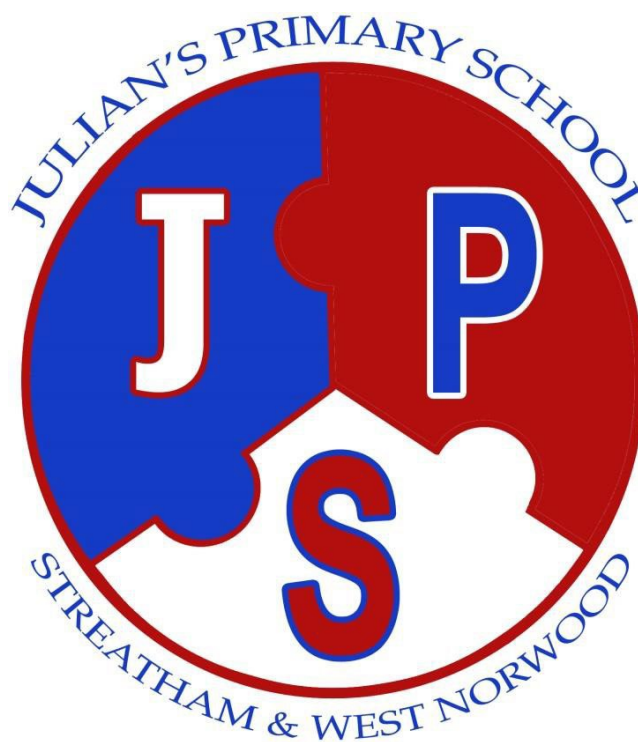


Julian's Primary School



Supporting pupils in school with medical conditions policy

Approved by:	Alison Møller Executive Headteacher Approved by Governing Body	Date: 21 March 2025
Last reviewed on:	21 March 2025	
Next review due by:	21 March 2026	

Supporting pupils at school with medical conditions policy

Julian's Primary School is an inclusive community that aims to support and welcome pupils with medical conditions

Key Points – Julian's Primary School and its Governing body are committed to:

- Pupils at school with medical conditions being properly supported so that they have full access to education, including school trips and physical education.
- The Governing body ensures that arrangements are in place in school to support pupils with medical conditions.
- The Governing body ensures that school leaders consult health and social care professionals, pupils and parents and carers to ensure that the needs of children with medical conditions are effectively supported.
- 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.

Aims

Julian's Primary School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

Parents and carers of pupils with medical conditions feel secure in the care their children receive at this school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency and that staff are aware of what to do in a medical emergency.

The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff understand the common medical conditions that affect children at this school. Relevant first aid trained staff receive training on the impact this can have on pupils.

The medical conditions policy is understood and supported by the whole school and the school has clear guidance on the administration of medication at school.

Julian's Primary School's medical conditions policy has been drawn up in consultation with:

- parents and carers of pupils with medical conditions
- head teacher and senior leadership team
- all other school staff
- school governors

The medical conditions policy is communicated to staff, parents and carers and other key stakeholders to ensure its full implementation.

- All relevant staff are made aware of the child's condition.
- Cover arrangements are in place in case of staff absence or staff turnover to ensure someone is always available.
- Risk assessments are carried out for school visits, holidays and other school activities outside of the normal timetable
- Individual healthcare plans are monitored at least once a year.

Parents and carers are informed and regularly reminded about the medical conditions policy:

- by signposting access to the policy
- by making the policy available on the school website
- when their child is enrolled as a new pupil at the interview meeting stage School

staff are informed and regularly reminded about the medical conditions policy:

- at scheduled medical conditions training
- all supply and temporary staff are informed of the policy and their responsibilities in their Julian's Primary non – negotiables booklet.

The Executive Head Teacher has overall responsibility for the development and implementation of this policy.

The Inclusion Manager, Izabela Wilinska, is currently delegated as the member of staff responsible for pupils with medical needs.

Relevant staff at Julian's Primary School are aware of the most common serious medical conditions at this school and all staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care, to act like any reasonably prudent parent. Only registered first aiders would administer medication.

- Specialist training is refreshed for First Aid trained staff on specific medical conditions on a case-by-case basis to meet the child's needs.
- All First Aid Training is refreshed every three years for identified members of support staff.

Julian's Primary School uses Healthcare Plans to inform the appropriate staff of pupils in their care who may need emergency help and the immediate actions they should take in the event of an emergency.

If a pupil needs to be taken to hospital a verbal handover regarding any medical conditions is provided and a parent/carer or a member of staff will always accompany them and will stay with them until a parent or carer arrives. Emergency services will always be used in these circumstances, however, in extreme circumstances, another method may be required. e.g. members of staff taking pupils in the school minibus or their own vehicles if agreed.

Parental/carer consent will be sought before taking this action. However if consent is unobtainable then emergency action will be taken with consent from a member of the senior leadership team.

Administration – emergency medication

All pupils at Julian's with medical conditions have **easy access to their emergency medication**.

Pupils do not carry and administer their own emergency medication but do know where their medication is stored and how to access it. Pupils are actively encouraged to ask specified staff for assistance when taking medication in school and know which staff to ask.

Administration – general

We do not normally administer prescribed medication unless it relates to a long-term medical condition (for example diabetes), other than in exceptional circumstances which would need to be agreed by the Head of School in conjunction with the school nurse. This does not include preventative medication such as asthma inhalers or Epipens.

In exceptional circumstances, parents/carers need to make a formal request to the Executive Headteacher or Head of School for medicines to be given during the school day. Please see Appendix 1.

Managing medicines on school premises

- Medicines are only administered in school within a defined set of criteria and when it would be detrimental to a child's health or school attendance not to do so
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- If, for example, a child has been prescribed antibiotics and must take a dose during school hours, the expectation would be that their parent/carer would attend school to administer the dose. If this is not possible, parents/carers may request that the school administers on their behalf. It is expected that this would be towards the end of the course of medication, once the child is well enough to attend school. This should be discussed and agreed on a case-by-case basis.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist - the exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- No medication will be administered if it is out of date – parents/carers are responsible for recording the expiry date and replacing any medication stored in school under the medicines in school policy.
- All medicines should be stored safely. All instructions must be kept with the medication in its container. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing metres and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, eg on school trips
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps
- Training is given to all first aid trained members of staff who agree to administer medication to pupils, where specific training is needed.
- The local authority provides full indemnity. (Business, Finance and Premises Manager)
- Parents and carers and carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. The school has a duty to ensure that the Health Care Plan reflects any changes that are made.
- If there are difficulties administering medication for example if a pupil refuses their medication, parents and carers are informed as soon as possible.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

Record keeping

Enrolment forms

Parents and carers at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents and carers of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Julian's Primary School uses a Healthcare Plan to record important details about individual children's long-term medical needs at school.

The Health Care Plan is written and agreed between the School Nurse, Parent/Carer, pupil and the School Inclusion Manager.

Parents and carers of pupils at Julian's Primary school are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Residential visits – risk assessments (Deputy Heads of School with responsibility for educational visits)

Parents and carers are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits.

All parents and carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required. Where the administration of medication or the nature of the activities undertaken during the trip are considered to be more challenging then first aid trained staff should accompany the trip. This decision will be made when the risk assessments are completed for the trip. The residential visit form also details what medication and what the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Parents and carers

The parents and carers of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- inform the school of any medication their child requires while taking part in visits, outings or educational visits and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much in written form
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- carry out agreed actions involving medical professionals
- ensure that they have a nominated other responsible adult is contactable at all times

Complaints

Julian's Primary School has a complaints procedure. Details of which can be provided on request or can be easily accessed via the school webpage.

The medical conditions policy is regularly reviewed evaluated and updated Reference

Documents

- Supporting pupils at School with Medical Condition April 2014 Department for Education.
- Childrens & Families Act 2014
- Equality Act 2010

Appendix 1: REQUEST FOR STORAGE AND ADMINISTRATION OF MEDICINE IN SCHOOL

In order for your child to be supervised during the administration of any medicines at school, the following information is required to be completed by the parent/carer and returned to the school office. If there are any subsequent changes in medicines or doses to be given, then these **must** be notified immediately to the school.

Name of pupil: Class:

..... Name of medicine (to include full details as

given on the container label issued by the pharmacist):

.....

Expiry date (Please record)

Dose and when to be taken:

Any additional information (including storage instructions):

.....

.....

Any prescribed medicine must be supplied to the school in original packaging, clearly labelled by the Pharmacist with your child's name. Any non-prescribed medicine should be in the original container bearing the manufacturer's instructions/guidelines. The school reserve the right to refuse to administer or store any medicines supplied in inappropriate containers.

I remain responsible for monitoring of expiry dates of medicines and will replace out of date medicine accordingly. I

recognise that school staff are not trained medical professionals.

Signed: Contact telephone number:

.....

Date:

Approved by (staff member):

Date:.....