



**CLARE COMMUNITY**  
— PRIMARY SCHOOL —

# **Supporting Pupils with Medical Conditions Policy**

**Supporting Pupils with Medical Conditions Policy**  
Date approved: **October 2021**  
Next review date: **October 2022**

## 1. Aim

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for supporting students at their school with medical conditions. The document states that **'Students with medical conditions should be properly supported so that they have full access to education, including trips and physical education.'** Any arrangements put into place will be in line with the requirements of the Equality Act 2010. Because school staff have a common law duty to act in loco parentis this policy makes clear what actions will be taken on a routine basis or in an emergency, both on and off the school premises.

## 2. Purpose

To allow students with medical conditions to be involved in normal school activities with minimal absence in a secure, safe and caring environment. Supporting a child with a medical condition during school hours is not the sole responsibility of one person but involves partnership working between parents, school staff and healthcare professionals. This document will give clear guidelines to members of staff and others in the school on the procedures to be adopted when providing medical assistance to a student. Working in partnership with parents and medical professionals is encouraged to enable children to cope with, and overcome, their difficulties and any embarrassment in dealing with their condition.

## 3. Procedures following Notification of a Medical Condition

- A meeting with parents and the child will be arranged before the child starts school or, if this is not practical, within two weeks of them starting.
- A Clare Community Primary School Healthcare Plan (Appendix 1) will be completed during the meeting if medication is needed regularly during the school day or if a medical condition may create the need for adaptations to allow the child to access opportunities offered by the school. The Healthcare Plan will include;
  - The medical conditions, their triggers, signs, symptoms and treatments;
  - The student's resulting needs, including medication, treatments, time, facilities, access to food and drink, diet and environmental requirements;
  - Specific support for educational, social and emotional needs – for example the management of absences, exam access arrangements and counselling;
  - The level of support needed, including in emergencies, and how self-managing medication is monitored;
  - Confirmation from a medical professional that appropriate support is in place, including cover arrangements for absent staff;
  - Arrangements for medication to be administered by a member of staff, should this be appropriate;
  - Procedures for out of school activities;
  - What procedures to follow in an emergency situation.
- If appropriate the child may be involved in discussions about their medical support needs and will be encouraged to contribute as much as possible to their development.
- The parent/carer will be expected to comply with their child's Healthcare Plan.
- All staff will be informed during a training day or via weekly staff briefing about the child's medical needs. This will be reviewed termly and is also part of the induction process.

## 4. Staff Responsibilities

- The person responsible for ensuring that staff are suitably trained to deal with student medical conditions is the Head teacher and The LGB Safeguarding Governor checking training.
- All staff will be made aware of relevant aspects of each student's condition, as agreed with parents and the child.
- The office staff are responsible for ensuring this information is made available to all staff in a confidential manner.

- Risk assessments are carried out for all vulnerable children ahead of school visits. The person responsible for ensuring this has been completed for students with a CCPS Healthcare Plan is the Headteacher and the Educational Visits Co-ordinator.
- CCPS Healthcare Plans will be monitored and reviewed on an annual basis, or more frequently if there are planned changes to medication or times where the condition or treatment is inconsistent. The office staff are responsible for ensuring Healthcare Plans are reviewed.
- The Headteacher is responsible for ensuring that all staff are aware of the content of this policy.
- The Local Governing Body is responsible for ensuring that sufficient staff have suitable training and are competent to support children with medical needs.

## 5. Staff Training

- All staff will be made aware of all students with medical conditions at the start of each academic year. This will be supported by update training on both more common and life-threatening conditions, such as asthma and anaphylaxis.
- Training needs will be identified through the completion of the CCPS Healthcare Plan. Appropriate staff will be identified and training, arranged at the earliest possible opportunity with a recognised agency. Parents will be consulted with regard to the training to ensure that procedures in school match, where possible, those in place out of school.

## 6. Managing Medicines in School

- Any prescription medication which is needed by the child during the school day must be in pharmacy packaging and include the child's name and date of birth. The exception is insulin which is often provided in a pen or pump, but must be in date. Parents/carers must have signed to say that the medication can be administered by school staff.
- Any non-prescription medication must be in original packaging and in date. Parents/carers must have signed to say that it can be administered by school staff. All medicines, other than epi-pens and items needing refrigeration, are stored in a locked steel cabinet in the medical room. The exception to this is inhalers. These are located in the child's classroom in a clearly marked location.
- Epi-pens are stored in a cupboard in the medical room in individual plastic containers which are clearly named.
- Students with medical conditions are able to take medication in the privacy of the office. All administered medicines are recorded on an administering medicines record, noting name, time, date, dose and reason given for needing the medication. Parents/carers are then sent a copy of this.
- Students who need daily or frequent medication have dedicated, individual record sheets and a duplicate copy is sent home daily.
- If a child refuses to take medication or carry out a necessary procedure staff will not force them to do so and will then follow the procedure agreed in the Healthcare Plan.
- When no longer required, or out of date, medicines will be returned to the parent/carer for them to arrange for safe disposal. Sharps boxes are always used for the disposal of needles or other sharp items.

## 7. Emergency Situations

- All opportunities will be used to train children who to go to in an emergency situation.
- In an emergency situation staff will always act in the best interests of the child. Where possible staff will follow the emergency procedures detailed in the Healthcare Plan.
- Parents/carers will always be informed at the earliest opportunity in an emergency situation.
- If a child needs to be taken to hospital a member of staff will stay with the child until a parent/carer is able to be present.

- In the case of an emergency where an ambulance is called a member of office staff will print out the child's pupil data collection sheet that includes medical information, medication and allergies.

## **8. Out of School Activities**

Students with medical conditions will be actively supported to participate in school visits, events and sporting activities and will not be prevented from doing so unless this is in direct contravention to their CCPS Healthcare Plan or advice has been provided by a healthcare professional.

- Staff will complete an individual risk assessment for all students with a Healthcare Plan who are going on school visits;
- Parents will be consulted about any concerns regarding students taking part in activities on school visits;
- Any medicines needed by students with medical conditions will become the responsibility of the named First Aider on the visit. The First Aider will be responsible for ensuring that they have had adequate training to be able to effectively support the student with their medication.

## **9. Home to School Transport**

Home to school transport is the responsibility of the Local Authority and not the school. Parents/carers may find it useful to share a copy of their CCPS Healthcare Plan with the transport company or request that they produce a Transport Healthcare Plan.

## **10. Unacceptable Practice**

Although school staff should use their discretion and judge each case on its merits with reference to the student's Healthcare Plan it is not generally acceptable practice to:

- Prevent children from accessing inhalers and medication and administering their medication as necessary;
- Assume that every child with the same condition requires the same treatment;
- Send children with medical conditions home frequently, unless it is part of their Healthcare Plan;
- Send an ill child to the Office unaccompanied;
- Prevent students from drinking, eating, taking toilet or other breaks whenever they need to in order to manage their condition effectively;
- Require parents/carers to attend school to administer medication;
- Prevent children from participating in any aspect of school life.

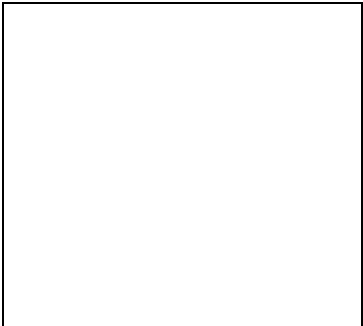
## **11. Monitoring and review**

The Governing Body will be responsible for monitoring the effectiveness of this policy every three years. Any changes will be made in line with legislation.

<b>Ratified by Local Governing Body</b>	<b>CCPS LGB</b>
<b>Date</b>	<b>04 OCTOBER 2022</b>

**Appendix 1**

**Clare Community Primary School Health Care Plan**



Name of school/setting

Clare Community Primary School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

**Clinic/Hospital Contact**

Name

Phone no.

**G.P.**

---

---

Name

Phone no.

Who is responsible for providing support in school

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*)

Mrs Loader (Head) , Class teacher, Mrs Stranger Deputy Head

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



## Appendix 2