Supporting Pupils with Medical Needs/Conditions in School Policy

Approved: March 2026

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Supporting pupils with Medical Conditions Policy

Definition

Pupils' medical needs may be broadly summarised as being of two types:

(a) Short-term affecting their participation in school activities for which they are on a course of medication.

(b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

Roles and responsibilities

The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents/carers in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates). Contact details for our School Nursing Team can accessed through the Inclusion Leader and/or the Head Teacher. There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.

For those children who attend hospital appointments on a regular basis, special arrangements may also need to be considered as attendance will obviously be affected. Where medical appointments are required during school time, the school will need to be provided with a copy of the appointment letter so that the absence can be recorded appropriately on our system and therefore not adversely affect the child's overall attendance.

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act 2010 (updated June 2015) for pupils who may have disabilities or special educational needs.
- To obtain, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

1. Health Care plan

Children with serious medical conditions will have their information and brief description of condition, along with any other necessary information, in the staffroom in the medical needs folder. This is kept up to date and any additional information is added as and when required. Staff who work directly with a child with medical needs will have the training from Community Nurses, or other practitioners where required. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have an Individual Healthcare Plan clearly accessible in the staff room, front office and kitchen, and all adults dealing with the child will have their attention drawn to this.

2. Maintaining Confidentiality

A confidential file containing medical needs, together with outlines of their medical condition and action to be taken, is available on a 'need to know' basis and will be shared with staff who work with certain children including any long term supply staff. The Inclusion & Pastoral Leader along with the First aiders are responsible for ensuring that health care plans for individual children are displayed where they are accessible to all staff involved in caring for the child. Medical notes are stored in the child's SEN file and there is a Medical Needs list on the school system. This is regularly updated. When a child transfers to a different school, the Inclusion & Pastoral Leader will hold a conversation with the new school advising them of the child's medical needs.

3. Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents / carers; ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan.
- Penalise children for their attendance record where this is related to a medical condition.
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- Require parents/carers to administer medicine where this interrupts their working day.
- Require parents/carers to accompany their child with a medical condition on a school trip as a condition of that child taking part.

4. Entitlement

Raddlebarn Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. Raddlebarn Primary School make adaptations to the curriculum or scheme of work, based on a child's needs. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved.
- Receive appropriate training.
- Work to clear guidelines.
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

5. Expectations

It is expected that:

- Parents/carers will inform school of any medical condition which affects their child – this will then be recorded on Scholarpack.
- Parents/carers will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.

- Parents/carers will ensure that medicines to be given in school are in date and clearly labelled.
- Parents/carers will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible. (Inhalers)
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- Raddlebarn Primary School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler).
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between schools will be completed in such a way that Raddlebarn Primary School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare.
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent/carer in addition to the advice of relevant medical professionals.

6. In an emergency

In a medical emergency, some staff have been appropriately trained to administer emergency paediatric first aid if necessary. If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred.
- Give details regarding the child's date of birth, address, parents/carers' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents/carers must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

7. Administration of medicines

Only essential medicines will be administered during the school day. These will be those prescribed by a doctor. Medication which is not prescribed by a doctor e.g Calpol are administered on a discretionary basis. Parents/carers must complete a written permission slip before any medicine is administered. Medicines to be given during the school day must

be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents/carers will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office). All medicines will be stored safely. Medicines needing refrigeration will be stored in the office fridge.

Some medicines (inhalers, etc.) will be kept in the child's classroom and carried with the children, for ease of access during outside activities.

All medicines must be clearly labelled. Controlled drugs or prescribed medicines will be kept in the locked cabinet in the school office. Access to these medicines is restricted to the named persons. Epi-pens are kept in cupboards in relevant children's teaching areas. In the case of Epi-Pens all staff have access to these which is clearly labelled and accessible. Staff will record any doses of medicines given in the Medicine book.

Children self-administrating asthma inhalers will be required to tell an adult so this can be recorded appropriately. Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

8. Staff training

The school is responsible for ensuring that staff have appropriate training to support children with medical needs. Specific training and staff awareness sessions are held for children with highly individual needs prior to the child joining the school. Arrangements are made with appropriate agencies e.g. School Health to update staff training on a regular basis. Teaching and support staff are expected to attend Epi-pen, asthma and epilepsy training annually.

9. Epi-pens

Only staff who have received the necessary training can administer the epi-pen. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. An ambulance must be called immediately. Parents/carers should be contacted after this call has been made.

10. Educational visits

Wherever possible children with even the most severe and complex medical needs will be included in educational visits outside school. Every effort is made to encourage children with medical needs to participate in safely managed visits. Consideration is always given to the adjustments which need to be made to enable children with medical needs to participate fully and safely on visits. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of individual health care plans should be taken on visits in the event of the information being needed in an emergency. Arrangements for taking any necessary medicines will need to be made and if necessary an additional member of support staff, a parent/carer or another volunteer might be need to accompany a particular child. If there is any concern about whether the school is able to provide for a child's safety, or the safety of other children on a visit, then the parents/carers will be consulted and medical advice sought from the school nurse or the child's GP.

11. Residential trips

Parents/carers of children participating in Residential trips will need to complete the LA consent form giving details of all medical/dietary needs. All medication which needs to be administered during the course of the visit should be handed directly to the class teacher in accordance with the schools guidelines before leaving the school at the start of the trip.

12. Sporting activities

All children with medical conditions will be encouraged to participate in sporting activities both in and out of school. Reasonable adjustments are made so that pupils with medical conditions can take part in all school opportunities including day trips, visits and sporting activities. In addition, schools will set out in their procedures how they will support pupils with common medical conditions. School will carry out appropriate risk assessments regarding the participation of pupils with medical needs. We may require a meeting with parents/carers as part of preparing to support the pupil's needs on a trip. Where possible the school will arrange adjustments to the programme, accommodation or food provision to include and fully meet a pupil's needs.