Supporting Pupils with Medical Conditions

(Medical Needs)

Statutory / Non-Statutory

HOCKLIFFE LOWER SCHOOL
SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

ADOPTION AND AMENDMENTS TO SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

Section	**Governors' Meeting or Committee**
Whole Document	LGB July 2024
Whole Document	LGB June 2025
Whole Document	LGB June 2026
	Next Review 2026/27

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Rationale

This school is an inclusive community that aims to support and welcome all pupils. The school understands that pupils may at some time have a medical condition that could affect their participation in school activities. For many this will be short term. Other children have medical conditions that need to be managed effectively to ensure the child's continued wellbeing and enable them to fully access their education.

This policy outlines the responsibilities and procedures for supporting children at Hockliffe Lower School who have medical conditions to ensure that their health and education needs are met in accordance with the "DFE Supporting children in school with medical Conditions 2015."

Aims

- to provide all pupils with medical conditions the same opportunities as others at school
- to ensure that these children can …
    - be healthy
    - stay safe
    - enjoy and achieve
    - make a positive contribution
    - achieve economic well being
- to ensure that all staff are trained in what to do in an emergency for the most common medical conditions at the school.
- to ensure all staff are trained in the school's general emergency procedures
- to provide clear guidance on the administration of medication at the school
- to ensure that the school environment is inclusive and favourable to pupils with medical conditions
- to ensure that all members of the school community are aware of their roles and responsibilities in maintaining and implementing this medical conditions policy.

Roles and responsibilities

Lead First Aider- Mrs C Carter

- All trained first aiders at the school will give immediate help to those with common injuries and illnesses which arise during the school day
- Any injuries/ illnesses of particular concern will be passed to lead First Aider
- If necessary first aider will ensure that an ambulance is called

Administrators of Medicines – Miss N White/ Mrs M. Sharpe

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- Any medicines that are to be administered during the school day will be done so using the guidelines in this policy. In the first instance this will be administered by either Miss White or Mrs Sharpe but otherwise by a qualified first aider.
- Administrators will ensure that all medicines kept in school are within date and return of out of date medicines to parents.
- Office staff will diarise 6 monthly (November & May) to ensure medicines will not go out of date and advise parents accordingly.

Headteacher

The headteacher will…

- Liaise between all interested parties involved in the care of those with medical conditions.
- Ensure that the training needs and development of staff in relation to medical needs are met.
- Ensure that the Healthcare plans are accurate, updated regularly and shared appropriately with those who need to be informed.

Staff

All staff will**…**

- Ensure that when undertaking off site visits with children they are aware of those with medical conditions or needs and check that information regarding the condition, medicines and what to do in an emergency has been included in the field file.
- Be familiar with the content of the Health care plans for pupils in their care.
- Have effective communication with parents to inform them if their child has been unwell at school.
- Be aware of children in their class with medical conditions when planning work or out of school visits and adapt activities to ensure those pupils are not excluded.
- Ensure that they are familiar with any medical conditions children in the school have and understand the triggers and signs and symptoms of those conditions.
- Be aware how the learning of pupils with medical conditions can be affected and provide the extra support and resources needed.

Parents

Parents will…

- Inform the school if their child has a medical condition.
- Liaise with the school and medical health services to complete a Health care plan.
- Ensure that the school is informed about changes to their child's medication.
- Ensure their child's medication is named.

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- Provide in date medication to the school and ensure that out of date medication is collected and disposed of correctly.
- Must provide medication in its original packaging together with the paper instructions

Pupils

Pupils will…

- Treat other pupils with or without medical conditions equally.
- Let a member of staff know if they, or another child is feeling unwell.
- Treat all medication with respect.
- Call a member of staff in an emergency situation.

Health Services

Health Service professionals will…

- Work with the school, child and parents to complete Healthcare Plans if required.
- Work with a child to ensure they can self-manage their condition and know how to take their medication effectively.
- Provide the school with information, training and advice regarding medical conditions that exist within the school.
- Ensure medication is reviewed and prescriptions updated.

Training and Qualifications

- Any member of staff who provides support to a pupil with medical needs will receive suitable training.
- Information regarding common medical conditions, signs and symptoms, treatments will be kept in the Medical Needs File in the staff room and be readily available for staff to access.
- All staff will be offered training in Emergency Paediatric first Aid which will be regularly updated.
- One member of staff will be qualified in First Aid Level 3 (Chris Carter)
- Staff responsible for administering medicines at school (Miss White, Mrs Sharpe and Headteacher), will receive appropriate training.
- Healthcare plans are used for children with long term medical conditions; these keep all staff updated on the medical needs of pupils in their care and are used in any emergency to ensure receiving parties are fully aware of a child's conditions and needs
- Office Manager will update all staff on the September training day of the medical conditions of all children
- Staff are updated on any new medical conditions children in the school have at termly staff meetings

Record Keeping

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- Parents will be asked if their child has any medical conditions on the enrolment form when they start school; Parents are reminded to check their child's details are up-to-date on the Parent Portal at the beginning of the school year.
- If the medical condition is long term parents, staff and medical services will work to complete a Healthcare Plan. (Appendix B)
- If a pupil has a short-term condition that requires medication during school hours the parent will be required to complete an agreement for the school to administer medicines, (Appendix C) this will then be completed when any medicine is administered.
- The school medicine record of when medicines have been administered to a child (Appendix D) will be kept in the 'Medicines to be Administered Today' file in the staffroom.
- Parents are to be advised by phone, email or in person when their child has received medication for asthma
- All Healthcare Plans, administration of medicine agreements and records and information on medical conditions are kept in the designated cupboard in the staff area.
- The school ensures that confidentiality is upheld at all times, including information regarding pupils' medical needs.
- Risk assessments are carried out prior to any out of school visits and the needs of children with medical conditions are considered as part of this process.

Healthcare Plans

- The school uses a Healthcare Plan to record important details concerning children with long term medical conditions: these include details of medical needs at schools, their triggers, signs, symptoms, medication and other treatment and expiry dates of medications. (Appendix B)
- The parents, child, designated school staff and healthcare professionals will complete the healthcare plan together.
- Every child with a Healthcare Plan will have these reviewed if there is an emergency or change in the child's condition but at a minimum once a year at the start of the school year.
- Ensuring new members of staff are aware of pupils with Healthcare plans is part of the staff induction process.

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The administrations of medicines in school

- Only prescribed medicines will be administered by school staff. The only exception to this will be on residential trips when pain relief (e.g. Calpol) will be administered provided parental permission has been given for a specified dosage.
- A named person shall be responsible for medicines, together with nominated deputies (Miss White and Mrs Sharpe and Headteacher - Appendix A)
- Medication should only be taken to school when absolutely essential. Parents are encouraged to request that, where possible, medication be prescribed in dose frequencies which enable it to be taken outside school hours.
- Antibiotics will only be given in school if they have been prescribed 4 doses per day. The only exception to this is if 3 doses are prescribed and the child is taking part in an after-school activity or attending Bluebell Childcare. Parents are responsible for collecting medicines from school.

Further Guidelines

- Staff should only be required to undertake the administration of medicines if they feel confident to do so and they have sufficient training or experience to carry out the role competently.
- Staff should have the option of **not** issuing prescribed medication to pupils. If necessary the school will agree arrangements for parents to be available at the appropriate time to administer medicine.
- Where specific conditions and requests for unusual medication are made there will be close liaison between the school, parents, school nurse and general practitioner and a Health Care Plan will be set up.

AT ALL TIMES FOLLOW THESE INSTRUCTIONS WHEN ADMINISTERING MEDICINES

- Check the label on the medicine container against the school medicine record; (Appendix D). Only administer medicines which contain the dosage on the prescription label.
- Parents should confirm any changes of dose and the reason for it in writing;
- For liquid medicines a 5ml medicine spoon (or an oral dispenser for quantities less than 5ml) should be sent into school by the parent;
- Confirm the identity of the pupil;
- Check the medicine is being administered at the right time;
- Check the medicine has not been given by another member of staff;
- Check the name of the medicine on the container against the name on the record;
- Check the dose;
- Measure the dose without handling the medicine;
- If the medicine is liquid, shake the bottle and pour away from the label;
- If the medicine is soluble or a dispersible tablet, add to half a cup of water and wait for it to dissolve or disperse;
- Give the medicine to the pupil and watch him/her take it;
- Give the pupil a cup of water to ‘wash’ the medicine into the stomach;
- Wash the spoon or oral dose dispenser;
- Return the medicine and spoon to the storage area.
- Record the administration of the medicine on Medical Tracker

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Storing medication

- Medicines will be stored in a designated safe place, preferably below 25°C.
- If it is necessary to store medicines in the fridge, this will be stated on the label.
- Inhalers should always be readily available for immediate use by the pupil, but care will be taken that other children do not have access to them.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in the summer holiday
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the year.

Disposal of medication

- Medicines no longer required should be returned to the parent in person for disposal.
- All medicines have an expiry date after which they should not be used.
- The expiry date will be found on the manufacturer's original pack.
- Some medicines (insulin, eye drops) have to be discarded 4 weeks after opening as stated on the pack. The date of opening must be recorded on the container for these preparations.

Possession of self-administration of prescribed Medicine

- This will only be allowed for inhalers for relief of asthma and will be taken under supervision of a first aid trained member of staff.
- Where agreed by parents and the school no more than the specified number of doses required during one school day should be carried.
- Parents should inform the school of any medical condition or medication which is likely to have an adverse impact on a pupil's education.

The Provision of Pain Relieving Medication

- Pain relieving medication will not be administered, except in exceptional circumstances and only with the agreement of the headteacher. ~~and School Manager.~~

Procedures in a medical emergency

- Action for staff to take in an emergency for any serious conditions at this school will be displayed in prominent locations in the school e.g. classrooms and staffroom
- If a pupil needs to be taken to hospital the school will phone for an ambulance and then the parent will be contacted. If necessary a member of staff will accompany the child and remain with them until the parent arrives.

Policy Review

Adopted by the Local Governing Body
June 2026

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Appendix: Kept in a folder in the staffroom and electronically

Appendix A	**Nominated Staff**
Appendix B	**Healthcare Plan**
Appendix C	**Parental Agreement to administer medicines on a long-term basis and school medicine record**
Appendix D	**Parental agreement to administer medicines on a short-term basis and a school medicine record**
Appendix E	**Record of medicine administered to all children (for use on school trips)**
Appendix F	**Contacting emergency services information**
Appendix G	**Staff Training Record – Administration of medicines**
Appendix H	**Model Letter inviting parents to contribute to an Individual healthcare plan**

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