



# Muschamp Primary School

## Supporting Children with Medical Conditions Policy

### Policy statement and principles

Muschamp Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the school.

We will help to ensure they can:

- be healthy
  - stay safe
  - enjoy and achieve
  - make a positive contribution
  - achieve economic well-being.
- 
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
  - Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
  - All staff feel confident in knowing what to do in an emergency.
  - The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
  - The school understands the importance of medication being taken as prescribed.
  - All staff understand the common medical conditions that affect children at this school.

This school has developed this policy with advice from relevant health professionals. The Governing body has a statutory duty to make arrangements for pupils with medical needs under s.100 of the Children and Families Act 2014. The policy and supporting documents are based on Department of Education statutory guidance (December 2015) [Supporting pupils at school with medical conditions.](#)

The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation.

This policy will be revised yearly by the SENDCO in conjunction with relevant parties and sent to the Governing Body for approval.

The 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, emotional, sporting and educational activities

## **Roles and responsibilities**

### Parents and Guardians

- Inform the school on what medical condition their child has and keep the school updated on those existing conditions.
- Keep the school informed about any changes to their child/children's health.
- Complete a parental agreement for school to administer prescribed medicine to their child.
- Ensure their child does not bring medication into school without informing the school office.
- Supply prescribed medication in the original packaging clearly stating the child's name and prescribed dose.
- They can now bring in shop brough pain relief (calpol and ibuprofen) and this can be administered as long as parents have given permission.
- Provide the school with the medication their child requires and keep it up to date, this must be handed directly to staff.
- Collect any leftover medicine at the end of the course or year.
- Discuss medications with their child/children prior to requesting that a staff member administers the medication.
- Provide information as to how the condition will present for trips/residential etc.
- Where necessary, developing an Individual Healthcare Plan (IHCP), Appendix 1, for their child in collaboration with the SENDCo, other staff members and healthcare professionals.

### Pupils

- Ensure they inform responsible adults on how their condition affects them
- Where competent will be encouraged to take responsibility for managing their own medicines and procedures.

### The Governing Body

- Ensure that the policy is sufficient to meet the requirements of section 100 Children & Families Act 2014,
- The overall implementation of the Medical Conditions Policy and procedures of Muschamp.
- Ensure that the Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- Ensure health and safety measures for staff and pupils
- Ensure risk assessments are inclusive of pupils with medical conditions
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Provide indemnity to staff who volunteer to administer medication
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

#### The Headteacher

- Ensure the school is inclusive and welcoming, that the Medical Conditions Policy is in keeping with local and national guidance and frameworks,
- Ensure the policy is developed effectively with partner agencies.
- Ensure policy is implemented and kept up to date
- Ensure training for staff and ensure insurance arrangements are sufficient to keep school staff covered
- Keep the school nursing service informed and engaged with individual pupils
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures Muschamp
- Ensure staff are aware of this policy.
- Ensure staff who need to know are aware of a child's medical condition.
- Ensure a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensure the correct level of insurance is in place for teachers who support pupils in line with this policy.

#### Teachers and other school staff

- To know which pupils have a medical condition
- Taking appropriate steps to support children with medical conditions
- Be aware of triggers and symptoms of conditions and how to act in an emergency,
- Allow pupils immediate access to emergency medication,
- Communicate with parents if child unwell,
- Ensure pupils have their medication when out of the classroom - kept in a red bag in classroom and taken wherever the child goes
- Understand common medical conditions and impact on pupils,
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities,
- Ensure pupils with medical conditions have adequate medication and sustenance during exercise,
- Be aware medical conditions can affect school work,
- Liaise with parents if child's learning is suffering due to medical condition,
- Use opportunities to raise awareness of medical conditions]
- Administer prescribed medication or pain relief, if they have agreed to undertake that responsibility and they have permission from parents.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

- Give immediate help to casualties in school,
- Ensure ambulance or other professional help is called when necessary including the development of individual healthcare plans

#### Other health professionals (School Nurse)

- Notifying the school when a child has been identified with requiring support in school due to a medical condition
- Liaising locally with lead clinicians on appropriate support.
- Provide information about additional training for school staff on common medical conditions,

#### SENCO/Family Support Worker

- Help update school's medical policy,
- Know which pupils have SEN due to their medical condition,
- Ensure teachers make arrangements if pupil needs special consideration,
- Ensure pupils with medical conditions are not excluded unnecessarily from activities
- Ensure all staff have had the relevant training for emergency medication

## Monitoring of Individual Healthcare Plans

The school uses Individual Healthcare Plans to record important details about individual children's medical needs at school. The plans will include the following (depending on the individual circumstances):

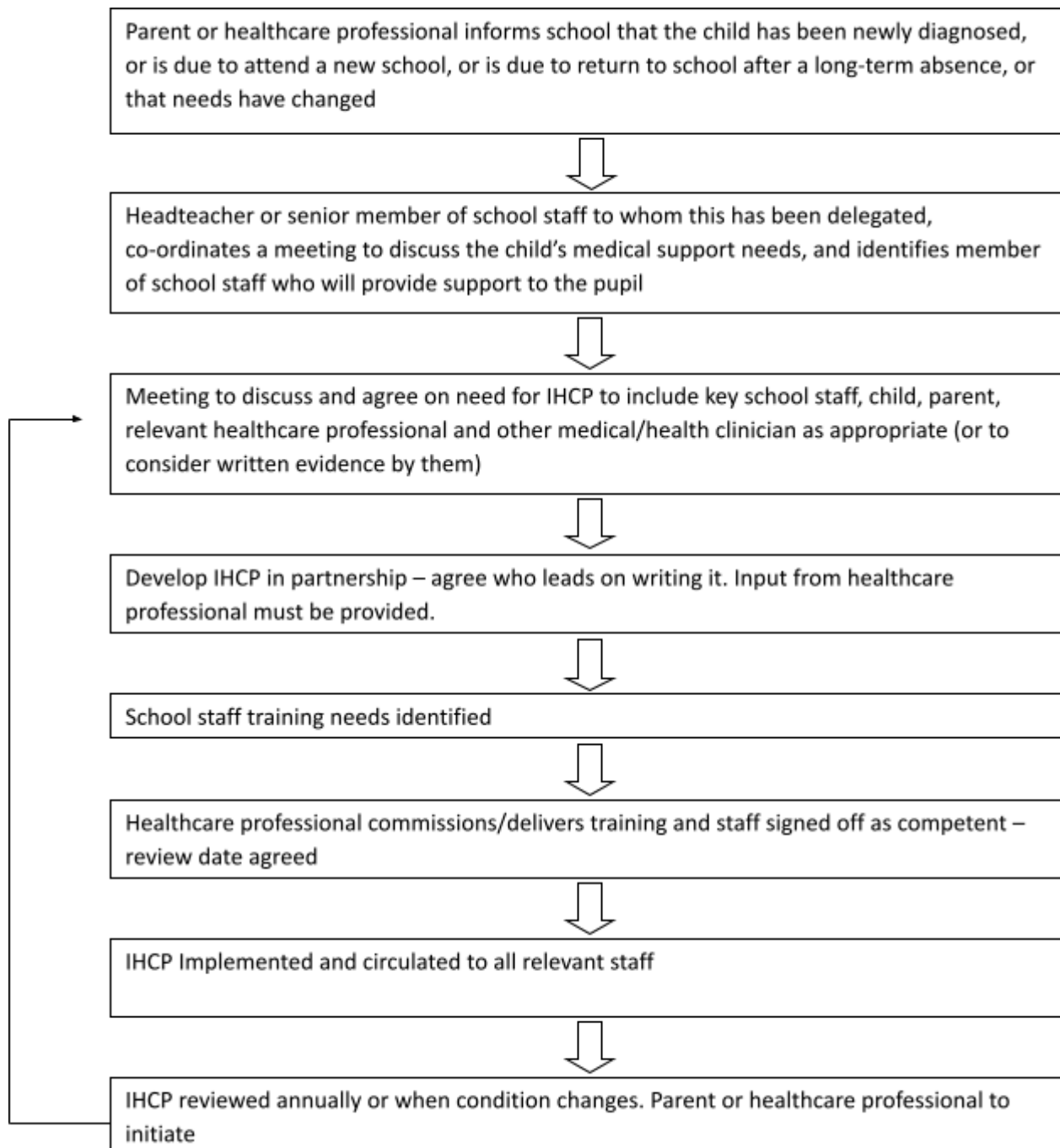
- Details of the medical condition – triggers, signs, symptoms and treatments
- Details of the impact of the condition on the child including the need for medication or other support, facilities or equipment that may be required
- Details of any specific support required to meet the individual's education, social or emotional needs
- Training requirements
- Internal information requirements (who needs to know)
- Parental consents for administration of prescribed medicine including thickener and sharing information
- Information relevant to off-site visits
- Emergency information

Further documentation can be attached to the Individual Healthcare Plan if required.

- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is given to the pupil's parents to complete.
- The parents, school representative, healthcare professional and pupil with a medical condition, if appropriate, are asked to fill out the pupil's Individual Healthcare Plan together.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

Visually, this is represented in the table on the following page.

**Monitoring of individual healthcare plan:**



## **School Health Care Register**

- Healthcare information is recorded on SIMs
- Office Administrators are responsible for keeping the Health Care Register up to date

## **Ongoing Communication and Review of Individual Healthcare Plans**

- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, the school will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## **Storage and Access to Individual Healthcare Plans**

- IHCPs will be easily accessible whilst preserving confidentiality.
- Copies of IHCPs are saved in a folder on the system under medical.
- Posters regarding medical conditions are displayed in the First Aid Room and the Staffroom
- IHCP can be shared with other professionals when deemed necessary

## **Individual Healthcare Plans are used by this school to:**

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

## **Administration of medication**

- The school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. At Muschamp it is the role of the Office Staff or trained staff to administer prescribed medication, although on trips and residentials the teacher responsible will take on this duty.
- Our Governing Body is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

## **Storage of medication**

### **Safe storage – emergency medication (EpiPens)**

- a. Emergency medication is readily available to pupils who require it at all times during the school day (in red bags) .If the emergency medication is a controlled drug and needs to be locked up then there's a black box in their room with this locked in - the code is 999
- b. EpiPens are kept in the appropriate classroom at all times and a spare kept in the School Office.
- c. Adults will ensure that the red bag (with the emergency medication in) is with the children wherever they are at school

### **Safe storage – non emergency medication**

- a. All non-emergency medication such as calpol and antihistamines are kept in a lockable cupboard in the First Aid room
- b. Pupils with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

### **Safe storage – general**

- a. Office staff ensure the correct storage of medication at school.
- b. Each half term the staff check the expiry dates for all medication stored at school .
- c. Office staff along with the parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought into school is in the original container (except insulin) and clearly labelled with the pupils name, the name and dose of medication and the frequency of dose.
- d. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- e. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year
- f. Office staff arrange for the disposal of medication and sharp objects

## Record keeping

- Individual Healthcare Plans are recorded on SIMs and saved on the computer in SEN and Healthcare and under Medical.
- The office ensures that Individual Healthcare Plans are securely sent on to other schools if a pupil moves
- Parents are required to complete a form for short term or long term medical conditions that require medication during school
- Staff administering the medication log details – this is kept in the red bags or first aid room ( Appendix 2 )\*

## Absence

- Children attending a medical appointment must show an appointment card
- If a child's attendance is below 95% parents must show medical evidence for each absence.
- If a child has a serious medical condition which results in more time off school – staff will keep in contact with the family, know appointments being attended, offer work for home and liaise with the medical team to ensure we are all supporting the child in the best way.

## In an emergency

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.

- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Office staff and some Teaching Assistants have regularly updated First Aid Training
- The school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school will try to ensure that the staff member will be one the pupil knows. Information in Individual Healthcare Plans will be shared with medical staff if relevant.
- All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers are held by the pupil who must take the responsibility to have it to hand at all times. Epipens are kept in the pupil's classroom. Spares are kept in the school office.
- Pupils are encouraged to administer their own emergency medication (e.g. epipen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- For off-site activities, such as visits, residentials and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still

have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

## Unacceptable Practice

Our staff recognise that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## Complaints

Complaints about support in accordance with this policy are dealt with in accordance with the school's published complaints policy.

May 2025

Review Date: May 2026





## Individual Healthcare Plan

Name of school/setting	
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	
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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*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to




HEALTH/MEDICATION RECORD