

Heritage Park Primary School

Supporting Children with Medical Conditions Policy



Approved by: Full Governing Body

Last reviewed on: July 2025

Next review due by: July 2027

Heritage Park Primary School

Supporting Children with Medical Needs Policy

Introduction

Heritage Park Primary School believes that all children, regardless of ability and behaviour should be valued equally. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching and learning throughout the curriculum.

This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality. This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment.

We wish to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014.

Definitions

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at Heritage Park Primary School.

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted as appropriate.

Key Roles and Responsibilities:

The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Governing Body of Heritage Park Primary School is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that staff to have access to information, resources and materials as required.
- Ensuring written records are kept of, any and all, medicines administered to pupils (See Appendix 3).
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher is responsible for:

- Ensuring the policy is shared with stakeholders.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures at Heritage Park Primary School.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Ensuring Individual Healthcare Plans are created, in conjunction with the Local Authority's school nursing team as required. (See Appendix 4)
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations and that they feel confident and competent enough to deliver any prescribed medication.
 - Ensuring all staff attend asthma and allergy training on an annual basis.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy and ensuring more than one staff member is identified, to cover absences and emergencies.

- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two-way liaison with medical professionals and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment/ care

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help.
- Ensuring the dosage instructions are checked each time they administer medication and when the previous dosage was given, alongside a colleague.
- Knowing where controlled drugs are stored and how to access them.
- Taking account of the needs of pupils with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.
- Ensuring each pupil's confidentiality is protected.

The Local Authority's School Nursing Team are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP as required.
- Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support.
- Assisting the Headteacher in identifying training needs and providers of training.

Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health and allow information sharing between the School and relevant healthcare workers.
- Participating in the development and regular reviews of their child's IHP.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the prescription medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP

- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Heritage Park Primary School believe that everybody is responsible for ensuring that children with medical conditions fulfil their potential as part of a safe and supportive community in alignment with the school vision through the demonstration and use of the school values.

Training of staff

- Newly appointed teachers and support staff will be provided with a copy of the 'Supporting Pupils with Medical Conditions' Policy as part of their induction and will be asked to sign to acknowledge they have read and understood the policy.
- No staff member may administer prescription medicines or undertake any healthcare procedures, other than first aiders who are qualified, without a witness present.
- School will keep a record of training undertaken to support medical conditions in school. Training needs will be identified during the development of the IHP.

Medical conditions register /list

- Schools admissions forms request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class teacher should have an overview of the list for the pupils in their care, within easy access.
- Supply staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list, key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Individual Healthcare Plans (IHPs)

- Once school have been informed of a medical condition, the Headteacher takes overall responsibility for the development of Individual Healthcare Plans (IHP) and will consult with the pupil, parents/carers, and relevant medical professionals or school staff as appropriate. All plans will be developed with the best interests of the pupil in mind. (See Appendix 1)
- IHPs will be easily accessible to all relevant staff via a folder kept in the school office. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents, a photo and instructions may be displayed. More discreet location for storage such as Intranet or locked file is more appropriate. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.
- IHPs will be reviewed at least annually or when a child's medical circumstances change (this may result in a child needing different prescription medication or a non-prescription medication on a temporary basis), whichever is sooner.

- Where a pupil has an Education, Health and Care plan, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Transport arrangements

- Where a pupil with an IHP is allocated school transport, the school should invite a member of the LA Transport team who will arrange for the driver/escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver/escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- For some medical conditions the driver/escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to/from school and included in the specification to tender for that pupil's transport.
- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose, etc.
- Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.
- 6) Education Health Needs (EHN) referrals
- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the Local Authority's duty to arrange educational provision for such pupils.
- In order to provide the most appropriate provision for the condition, the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- Non-prescription medication may not be administered during the school day, other than lipsalve (for which parents must sign a consent form - (See Appendix 5); nappy rash cream (identified on a pupil's Intimate Care plan) or a medication identified as part of a pupil's IHP. The only other exception to this being medications required during a residential trip (See the section in the policy linked to day trips and residential).
- Prior to staff members administering any medication, the parents/carers of the child must complete and sign the relevant form to consent to administration of the prescription medication other than in exceptional circumstances. Written confirmation of the time of the last dosage must be provided if it is required before 12.45pm.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered unless they are one of the exceptions noted above.
- A maximum of four weeks' supply of the medication may be provided to the school at one time. Apart from Insulin for diabetic children which is allocated in accordance with their IHP.
- School will keep controlled drugs that have been prescribed for a pupil securely in the school office and staff will be informed on how to access. Controlled drugs should be easily accessible in an emergency. Inhalers and epi-pens will be stored in pupils' classrooms.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room.
- Heritage Park Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.
- Inhalers – In the event of a child not having an inhaler in school, parents will be contacted and an ambulance will be called if required. Parents will be encouraged to provide a new one ASAP. It is the responsibility of the parent to ensure there is an inhaler available for the child.
- Lipsalve – will be named and safely stored in the pupil's classroom and can be accessed by asking a staff member to collect it for them. Staff will not record when this is used as consent has already been gained through the completion of the consent form.

Emergencies

- In the event of a medical emergency, whereby a child has an identified medical protocol, all procedures will be followed.
- In the event of a medical emergency, whereby a child does not have any identified conditions or illnesses, staff will contact the emergency services to attend.
- In the event of an accident at school, parents will be contacted and advice taken. If parents are unable to be contacted, the first aider, in consultation with the Senior Leadership Team, will decide if the child should attend hospital.
- Where a child receives a head injury, the first aider will assess the situation and complete an accident form. Parents will be advised of the incident either by telephone or email, depending on the severity of the injury.
- Where a child or stakeholder receives medical intervention as a result of an accident at school, an incident report will be completed via the Frontline reporting system.
- Medical emergencies for children with an IHP will be dealt with under the school's emergency procedures. The definition of what constitutes an emergency will be included in the IHP and will explain what an emergency may look like and what to do.
- Pupils will be informed in general terms of what to do in an emergency i.e. inform an adult if they think help is needed.
- If a pupil needs to be taken to hospital, at least two members of staff will remain with the child until their parents arrive. Staff will not drive children to hospital due to lack of business insurance.
- Where an emergency dictates that a child needs to be taken to hospital and parents are unable to attend, advice will sought from the ambulance staff as to who can accompany the child. If staff are not permitted in the ambulance, they may follow the ambulance to the hospital and stay with the child, until the parents arrive.

- School will provide details on the child and their medical needs to the ambulance staff if parents are unable to attend.

Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- To comply with best practice, risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.
- On residential trips there may be circumstances where medication is required that has not been prescribed by a medical practitioner. Any non-prescription medications for minor ailments must have usage agreed with school staff no later than 48 hours before the trip.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable:

- Preventing children from easily accessing their inhalers and medication and from being able to administer their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Insurance

- Staff who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the LA/school's insurance. Our Employers' Liability Insurance is provided through Zurich Municipal.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

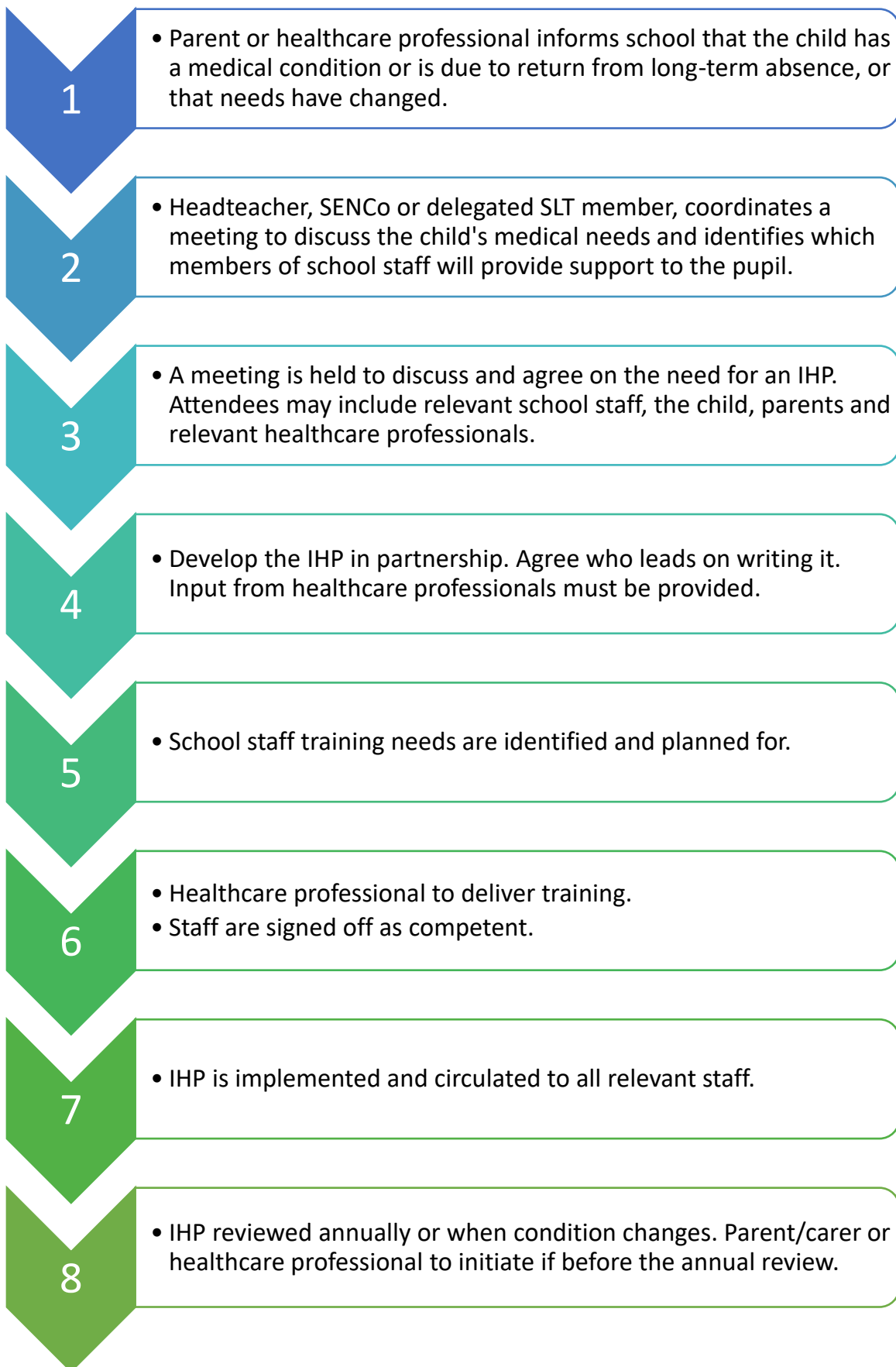
Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

This policy will be reviewed by the Governing Body at least every two years.

Appendix 1

Process on being notified a child has a medical condition



Appendix 2

Parental agreement for administering medication

Heritage Park Primary School

Parental agreement for administering medication in school.

Heritage Park Primary School will not give your child medicine unless you complete and sign this form. Medication will not be administered before 12:45pm, unless the school have received written (by letter or email) confirmation of the time and strength of the child's previous dosage.

Name of child		
Date of birth		
Year group		
Medical condition		
Name and strength of prescribed medication (as described on the packet)		
Expiry date		
Dosage and method		
Timing		
Special precautions/other instructions		
Are there any side effects we need to know about?		
Contact details (to be available at all times)	Contact 1	Contact 2
Name		
Daytime telephone number		
Relationship to child		

I understand that I must deliver the medication personally to

Prescription medicine must be provided in the original packaging, complete with the dispensing pharmacy label. Blister packaging must be unopened.

Date medication provided:.....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Heritage Park Primary School staff administering medicine in accordance with their policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Signature: Date:

Print name:

Appendix 4

Individual Health Care Plan Template

HERITAGE PARK PRIMARY SCHOOL

Individual Healthcare Plan for (name of child)

Child's name

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

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*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 5

Use of lipsalve consent form

Heritage Park Primary School

Use of lipsalve consent form

The School permits the use of lipsalve in exceptional circumstances as long as the following stipulations are met:

- The lipsalve will be clearly labelled with my child's name
- The lipsalve will be handed directly to a member of the classroom staff
- The lipsalve will be unscented and uncoloured
- The lipsalve will be kept out of the reach of children within the classroom and I will remind my child that they will need to ask an adult to use the lipsalve
- I will explain to my child that they must not share their lipsalve with other children
- I agree that my child's lipsalve will be self-administered by them, as required, throughout the school day
- I understand that by not following the guidance above that staff will be unable to give my child their lipsalve to self-administer
- I understand that at the point I no longer wish my child to be given this lipsalve I will request it's return from school via a staff member

This will help the school to avoid potential infection transfer through the sharing of lipsalve. It is not the responsibility of staff to remind children to use their lipsalve. Staff will provide the child with their lipsalve at the earliest convenient moment but will not leave other children inadequately supervised to do so.

Child's name:	Year group:
Name of lipsalve handed in:	Date supplied:
Parent name (printed):	Parent signature: