
Great Gaddesden C of E (VA) Primary School



'Treat others exactly as you would like to be treated yourself'. (Luke 6:31)

Supporting Pupils with Medical Needs Policy

Review date: 31.03.25

Review cycle: Every three years

Signature:

A handwritten signature in black ink, appearing to be 'M. E. H.', written over a horizontal line.

Date: 31.03.25

Headteacher

Date approved by governing body: 31st March 2025



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1. Introduction

This policy has been written in line with the Hertfordshire Model Policy.

DfE guidance

Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Details should include:

- Who is responsible for ensuring that sufficient staff are suitably trained
- A commitment that all relevant staff will be made aware of the child's condition,
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- Briefing for supply teachers,
- Risk Assessments for school visits, holidays, and other school activities outside of the normal timetable,
- Monitoring of individual healthcare plans.

2. Inclusive community

- Great Gaddesden Primary School is an inclusive community that supports and welcomes pupils with medical conditions.
- Great Gaddesden Primary School is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this academy because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents/carers.
- Pupils and parents/carers feel confident in the care they receive from this school and that the level of care meets their needs.
- Staff understand the medical conditions of pupils and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence

- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- Great Gaddesden Primary School understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- We recognise our duties as detailed in:
 - Section 100 of the Children and Families Act 2014
 - Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act.
 - Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice. With specific reference to Section 6 page 93 of the SEND Code of Practice which references supporting medical conditions (DfE & DOH, 2015:93)

3. Stakeholders

- This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.
- Stakeholders include pupils, parent/carers, school welfare officer, staff, governors, and relevant local health specialist services.

4. Communication

- The medical conditions policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation.
- Pupils, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

5. Staff training

- All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All relevant staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHP) , which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings (See Appendix 1).
- Our school makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and this school keeps an up to date record of all training undertaken and by whom.

6. Emergency procedures

- All staff understand and are trained in the school's general emergency procedures.
- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses or online platforms will provide annual training for designated staff, common conditions eg asthma, allergies, epilepsy and diabetes.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

7. Administering medication

- This school has clear guidance on providing care and support and administering medication at school.
- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.

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- This school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
 - We will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent. To administer medication, parents/carers **must** complete a request to administer medication form (see appendix 3)
 - When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.
 - This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
 - Parents/carers at this school understand that they should let the school know immediately if their child's needs change.
 - If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

8. Storage of medication

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, eg asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- With parental consent, pupils may carry their own inhalers on residential trips.
- Pupils should know exactly where to access any medication or equipment as required.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- This school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

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- It is the responsibility of parents/carers to ensure that all medication supplied to school is, at all times, within date and is duly replaced in advance of the expiry date. The school will endeavour to send reminders when medication is near expiration date. However, the responsibility of this remains with the parent(s) or carer(s)
 - Parents/carers/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
 - Inhalers will be stored in the classroom cupboards to ensure they are easily accessible.

9. Record keeping

- This school has clear guidance about record keeping.
- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- We use an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHCP. (see Appendix 1)
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- We make sure that the pupil's confidentiality is protected.
- We will seek permission from parents/carers before sharing any medical information with any other party.
- We keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

10. Inclusivity

- We ensure that the whole school environment is inclusive and favourable to pupils with medical conditions as reasonably possible. This includes the physical environment, as well as social, sporting and educational activities.
- We make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- The school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

11. Physical activity and offsite visits

- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.
- We make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- We will not penalise pupils for their attendance if their absences relate to their medical condition. In such circumstances, the school may request medical evidence to support the authorisation of this absence.
- We will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/INCO who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.

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- We make sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

12. Triggers

- This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.
- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- Our staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities (see appendix 1). Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

13. Roles and responsibilities

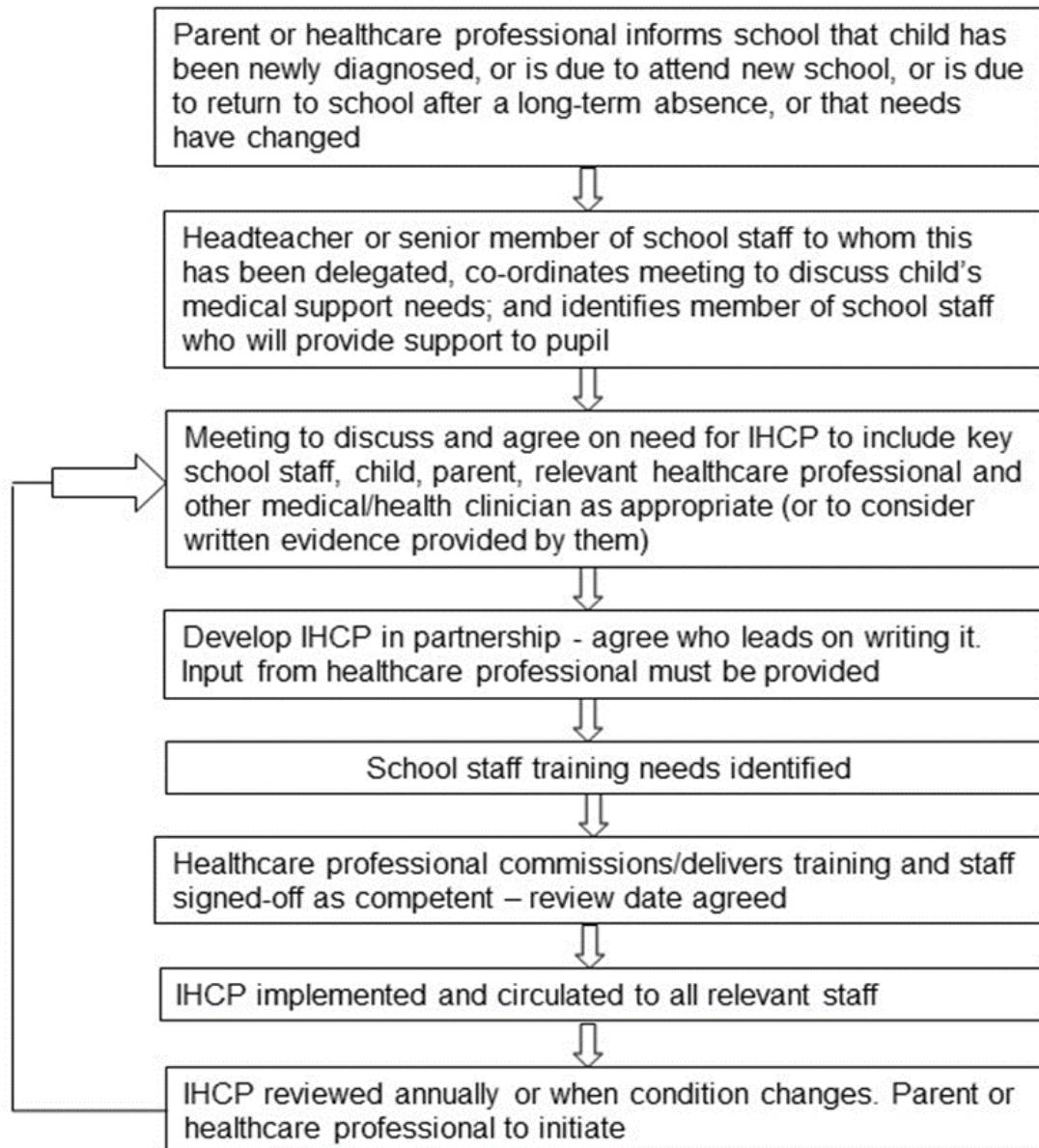
- Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
- This school works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 2.

14. Policy review

- The medical conditions policy is regularly reviewed, evaluated and updated (usually annually).
- In evaluating the policy, we will consider any feedback provided since the policy has been published from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process. Should parents

and pupils be dissatisfied with the support provided they should discuss these concerns with the Headteacher.

Appendix 1: Process for developing a Health Care Plan & Template used





Great Gaddesden Cof E (VA) Primary School
Headteacher: Mr M. Beach

Health Care Plan

Child's name
Group/class/form
Date of birth
Child's address
Medical diagnosis or condition
Date
Review date

	PHOTO

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

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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Daily care requirements

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Specific support for the pupil's educational, social and emotional needs

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Arrangements for school visits/trips etc

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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 2: Roles and Responsibilities

Governors– must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governors should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headteacher– should ensure that the school’s policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Headteacher supported by the Pastoral Support Assistant (DDSL responsible for medical needs) should ensure that all staff who need to know are aware of the child’s condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. The Headteacher has overall responsibility for the development of individual healthcare plans. They should also make sure that staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

School staff – any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse – schools may have access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child’s individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialist/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their child’s medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child’s individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Appendix 3- Request to administer medication form



Great Gaddesden Cof E (VA) Primary School
Headteacher: Mr M. Beach

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

This form must be completed and signed before the school will administer your child's medicine.

DETAILS OF PUPIL

Surname:

Forename(s):

M/F DOB Class

Condition or illness:

MEDICATION:

Name / Type of Medication:

(as described on the container/packaging)

For how long will your child take this medication:

Date dispensed: Expiry date:

Full Directions for use:

Dosage and method:

Timing:

Special Precautions:

Side Effects:

Self-administration (under adult supervision):

Procedures to take in an Emergency:

I understand that I must deliver the medicine personally, in the original container as dispensed by the pharmacy, to the school office and accept that this is a service which the school is not obliged to undertake. The above information is, to the best of my knowledge, accurate at the time of writing, and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if the medicine is stopped before completion of the expected course. I will complete a new request form if there is any change in dosage or frequency of medication.

Signatures(s): Date:

Relationship to pupil:

"Treat others exactly as you would like to be treated" (Luke 6:31)