

## Sutton Veny CofE Primary School

### Supporting Children with Medical Needs Policy

**Together**, through **friendship**, in **peace** and with **courage**, we reach for the stars.

Colossians 3:12: '**clothe yourselves with compassion, kindness, humility, gentleness and patience.**'

#### Introduction

At Sutton Veny C of E Primary School, we want the very best for every child and we provide an environment where children are safe, happy, thrive and succeed. We are an inclusive community that aims to support pupils with medical conditions so that we are able to offer all pupils the same opportunities and experiences.

The aim of this policy is to ensure that all children with medical conditions, both physical and mental, long term and short term, that can be life threatening, are wholly supported in school. This ensures that pupils play a full and active role in school life, remain healthy and safe, enjoy school experiences and achieve their academic potential. It is important that every child is cared for and their individual medical needs are met effectively.

Some children may also have Special Educational Needs and Disabilities (SEND), or an Education, Health and Care Plan (EHCP), which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice. The SEND Code of Practice explains the duties of local authorities, health bodies, schools and colleges to provide for those with special educational needs under part 3 of the Children and Families Act 2014. For pupils who have medical conditions that require EHCPs, compliance with the SEND Code of Practice will ensure that the school fulfils its statutory responsibilities for those children.

This policy was written using the DfE guidance: Supporting pupils at School with Medical Conditions 2015.

#### Community Consultation

The school consult on the development of the Medical Condition Policy with a wide-range of stakeholders identified below:

- Headteacher
- Medical Needs Coordinator
- SENCO
- School Staff
- Local healthcare professionals
- Governors
- The local Authority
- Parents
- Pupils

Mrs Hazel Bell is currently the Medical Needs Coordinator and she is responsible for coordinating the provision of children with medical needs across the school. Mrs Bell can be contacted via email or telephone:

Email: [admin@suttonveny.wilts.sch.uk](mailto:admin@suttonveny.wilts.sch.uk)

Tel: 01985 840428

## Individual Health Care Plans (IHCPs) and Risk Assessments

Children in our care, who require administration of medication, or medical procedures, will have an Individual Health Care Plan (IHCP). Plans may be initiated by the school, but are written in partnership with, the child, their parents and an appropriate healthcare professional, to ensure the necessary support is put into place. Alongside the IHCP is a risk assessment that is produced with the guidance of the healthcare professionals. These need to be in place within two weeks of a child starting the school.

- IHCPs are kept with the medication in drawers labelled 'medication' in each classroom. Due to the care of an individual, some IHCPs need to be with the pupil.
- The Medical Needs Co-ordinator informs all staff of IHCPs which are in place.
- The timeline and accuracy of information of the IHCPs are reviewed annually by the Medical Needs Co-ordinator and then communicated to the school nursing team or other healthcare professionals.
- Permission is granted from the parents before medical information is shared with another party.
- Permission is gained for the IHCP to be given to emergency services during the school day.

The Health Care Needs Risk Assessment will identify:

- Any risk around the health care need for the child.
- Any risk around the health care need for others, including children, staff and visitors.
- Control measures to manage the risks: resources, equipment and environmental considerations.
- Training needs and who will need to be trained. It will also explain the support that is needed for the child's health care needs to be safely managed in the setting.

## Providing care and support at school administering medicines

The following forms are used to inform the school about any medical conditions and the administering of any medicines.

- Enrolment forms - any health conditions will be highlighted and communicated to relevant staff. This information is recorded on the medical needs register and SIMS. This happens as soon as the child joins the school.
- Individual Healthcare Plans (IHCP). A care plan may be in place from a previous school, or a new one may need to be written once the child's needs have been assessed, or if a new diagnosis has been made.
- Risk Assessments – these will be attached to the IHCP
- **Form 1** – this form (available from the office) is used when there is a request from parents for medicines to be administered - *see appendix 1*
- **Form 2** - this form is used as a log for staff members to fill out when any medicine is administered - *see appendix 2*

## Staff Awareness and Training

Members of our staff community providing support to one of our children, who requires medication at school, will receive suitable training which has been noted from the joint writing of the Individual Health Care Plan (IHCP). Alongside the staff who work with the individual child on a daily basis and who are willing to complete the training, other (extra) staff members will also complete the training to prepare for emergencies. It is not compulsory for a staff member to complete specific training and it is therefore important that staff share this information if this is the case.

The school nursing team will deliver any required training for specific medical needs.

## **First Aid**

Staff are trained in emergency paediatric first aid and can respond to a medical emergency giving immediate help to casualties with common injuries or illnesses or those arising from specific hazards within school. Staff are also trained with the qualification – First Aid at Work. A full list of first aiders is available in the office, first aid room and in the staff area. When necessary, the school ensures that an ambulance, or other professional medical help is requested when needed.

## **General Emergency Procedures**

If a child needs to be taken to hospital, two trained first aiders, as directed by the headteacher, should stay with the child until the parent/carer arrives or a first aider, if needed, to accompany them to hospital by ambulance. Any documentation needs to go with the pupil. This may include the IHCP and form 2 if medicines have been administered.

## **Storing Medicines at School**

All children at our school need written parental consent for prescription or non-prescription medicines to be administered. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

All medicines that are accepted, via the school office, need to:

- Be in date
- labelled in the original container as dispensed by the pharmacist
- Provided with instructions for administering, with the dosage and the correct measuring spoon/syringe
- Explain how it needs to be stored

Please note, the exception to this is insulin as it will be in a pen or an insulin pump. Along with the medicine, there will also be the completed form 1 (gaining parental consent) which needs to stay with the medicine at all times.

All medicines need to be stored safely and so that they are accessible. Depending on the type of medication, this will depend on how it is stored within school.

- Each class has a medication tray for inhalers. The tray is clearly marked – Medication.
- Certain forms of medication are required, by law, to be locked away. This is in the office.
- Epi-Pens will be stored in the school office and the classroom of the child with the allergy.
- The spare Salbutamol Inhaler will be stored, in a cupboard, in the office.
- Some medication, like insulin for example, will be stored securely in the fridge and in a locked cupboard in the office.
- Other medicines, where a request has been made for it to be administered, will need to be stored centrally in the office or in the fridge if required. If non-prescriptive medicines need to be administered, parental consent needs to be given. This is dependent on individual circumstances such as recommended by a doctor or hospital. This will need to be stored and administered in the office.

## **Administering Medication at School**

Administering medication at school enables pupils to fully participate in all aspects of school life. Children requiring medication will be given it only by a staff member who has received training in that particular medical condition. Where necessary, two trained members of staff will support each other in the administering of the medication for safeguarding purposes.

- Training is carried out by the school nursing team or an online provider recommended by the nursing team.
- Staff will check the child's name, original packaging, prescribed frequency and dosage and expiry date before administering the medicine. Supported by the adult and advised by the school nursing team, UPKS2 children can show more independence when their medicine is administered.
- A written record (form 2) attached with the parental consent needs to be completed.
- If a staff member is uncertain about administering the medicine, for whatever reason, they will check first with parents or doctors
- If a child refuses medication, their parents/carers need to be informed immediately.
- Forms, once the medication has been completed, are scanned into the children's file

### **Emergency use of Inhalers at School**

From 1<sup>st</sup> October 2014 (Guidance on the use of emergency salbutamol inhalers in schools) schools are allowed to use an emergency salbutamol inhaler, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children for whom parental written consent for use of the emergency inhaler has been given.

The emergency inhaler can be used if:

- The pupil has been diagnosed with asthma and prescribed an inhaler.
- The pupil has been prescribed an inhaler as reliever medication.
- The pupil's prescribed inhaler is not available.

### **Residential Trips and School Visits**

- As part of the risk assessment for an off-site visit, planning arrangements will take into consideration all the steps needed to ensure that pupils with medical conditions are included, enabling the child to participate according to their abilities and on some occasions with reasonable adjustments.
- Discussions with parents, the provider and other medical professionals will be planned for prior to the trip
- Full parental consent will be required for trained staff members who administer medication in the evening and/or the morning as required.
- Medicine needs to be signed in an out of the school premises if it has been taken on a trip. If the medicine is not able to go back into the office after a late return from a school trip, then the parents will take responsibility for this and it will need to be brought back to school the next day.

### **Safe Disposal of medicines**

- When no longer required, medicines should be returned to the parent for safe disposal. This may also include inhalers that are not in date and need replacing.
- Sharp boxes are used for the safe disposal of needles and other sharps and kept inside a box with a lid. All medicines, when they are required no more, need to be off the school premises within five days.

### **Roles and responsibilities of all stakeholders in school.**

The Headteacher of Sutton Veny CofE primary school has a responsibility to:

- Ensure all stakeholders are aware of the policy and that it is in line with the statutory and local guidance.
- Ensure that the policy is put into action.
- Monitor and evaluate the policy in line with the policy review cycle.
- Report back to stakeholders when changes are made.

- Ensure that every aspect of the policy is maintained.
- Ensure that the correct insurance is provided.
- Ensure that new staff members are shown the medical conditions policy as part of their induction process.
- Support parent/carers and pupils for the return into school life after a period away.
- Support parents/carers if a medical condition is impacting on attendance.

**Medical Needs Co-ordinator has a responsibility to:**

- Ensure cover staff are aware of children with medical needs whilst maintaining confidentiality.
- Liaise with healthcare professionals and services regarding the medical needs of pupils.
- Work closely with the parents and carers of children with medical needs to support.
- Attend any relevant training.
- Monitor staff training and identify staff training needs annually.
- Create and communicate clear school policy, systems and procedures with all staff.
- Monitor IHCP's and delivery of these.
- Ensure that all information held by the school regarding pupils with medical conditions is accurate.
- Check that medical needs for new pupils are put into place and shared with school staff.
- Support parent/carers and pupils for the return into school life after a period away.
- Ensure that all supply and cover staff know the medical conditions policy.

**School Staff have a responsibility to:**

- Have a duty of care to support children with medical conditions.
- Be aware of a pupil's condition and locate trained staff in an emergency.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and to know what to do in an emergency.
- Adhere to the school's Medical Needs Policy.
- Be aware of medical needs of the children in school and those with IHCPs.
- Administer prescribed medicine if the correct training has been carried out and complete paperwork.
- Be aware of the possible emotional impact the medical condition has on the child and provide support.
- Communicate to cover staff those children on an IHCP and their medical needs.
- Ensure that all children are included and supported in the daily timetable, including trips, visits and physical education.
- Ensure their own safety by wearing the correct equipment.
- Know where medicine is stored for individual pupils.
- Be aware that children with medical conditions may have special educational needs.
- Understand that a child's learning may be affected and extra help, care and support may be necessary.
- Support a child to catch up if they have missed periods of school due to a medical condition.
- Inform parents if their child has been unwell.
- Return medication to the parent of the child when it is no longer required in school.

**All Teaching Staff have a responsibility to:**

- Carry out risk assessments for school trips, residential visits.
- Ensure that any medication such as inhalers/epi-pens are taken on the trip/ on the field.
- Ensure that a pupil who carries their own medicine (epi-pens/inhalers) for a school trip has it with them.
- Use opportunities such as PSHE through social stories to raise awareness of medical conditions amongst the children to create a positive social environment based on understanding.

**Specialist healthcare professionals caring for pupils who attend our school provide support by:**

- supporting the writing of the IHCP
- working with the pupils to help meet their needs
- checking and approving the risk assessment for the medical need
- delivering necessary training and advise training
- working alongside the school, parents and carers by providing advice and support

**All parents/carers have a responsibility to:**

- tell the school if their child has a medical condition.
- inform the school about the medication their child requires during school hours.
- agree on the procedures of the IHCP.
- communicate up to date information and provide any changes to their child's condition.
- provide medication that is labelled, in-date with the correct dosage.
- inform the school if there has been a medical emergency and record this on the IHCP.
- ensure that their child's medication is within expiry date and provide new medicine accordingly.
- ensure that their child has regular reviews about their condition with their healthcare professional.
- support their child's learning, by working alongside school, if a period of school is missed.
- keep their children at home if they are unwell.

**Pupils have the responsibility to:**

- know where to gain access to their medication in an emergency.
- ensure a member of staff is called in a medical emergency.
- tell staff, their parents if they are not feeling well.
- explain, if needed, the effect the medical condition has on them.
- be sensitive to the needs of all pupils and those with medical conditions.

**According to the Df E guidance (2014), all Governors at our school have a responsibility to:**

- ensure that the school's policy sets out the necessary procedures to be followed.
- ensure that the policy is reviewed annually with all stakeholders.
- ensure that designated school staff review IHCPs annually. If there is a change to the condition of the child then the IHCPs should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing.
- Understand what is done in an emergency situation.
- Ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. 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 governing bodies must comply with their duties under that Act.
- To take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
- Ensure that staff are properly trained to provide the support that pupils need. They will also need to ensure staff 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.

- Ensure that there is an effective partnership when working with different agencies and that it is not the sole responsibility of one person.
- ensure that children with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.
- ensure that the arrangements they set up include details on how the school’s policy will be implemented effectively, including a named person (Mrs Hazel Bell ) who has overall responsibility for policy implementation.
- ensure that the school’s policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition (see flowchart for an Individual Health Care Plan (IHCP). Arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to the school mid-term, every effort will be made to ensure that arrangements are put in place, ideally within 2 weeks.
- Should parents be dissatisfied with the support provided, they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school’s complaints procedure.

### Staff Indemnity

Wiltshire Council fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment. The administration of medicines falls within this definition so staff can be reassured about the protection their employer provides. The indemnity would cover consequences that might arise where an incorrect dose is inadvertently given or where administration is overlooked. It also covers the administration of emergency medication when given according to an individual child’s protocol. In practice, indemnity means that the Council and not the individual employee will meet any costs of damages arising should a claim for alleged negligence be successful. In practice, it is very rare for school staff to be sued for negligence and any action is usually between the parent and employer.

### Consistency of Policies

This policy should be read alongside the following other school policies:

- SEND Policy
- First Aid Policy
- Intimate Care Policy

### Policy Review

Our school’s Medical Condition Policy is reviewed, evaluated and updated annually in line with the school’s policy review cycle.

In evaluating the policy, the school seeks feedback on the effectiveness and acceptability of the Medical Conditions policy with a wide range of key stakeholders who have been outlined in the policy.

<b>Approved by:</b>	Hazel Bell and Curriculum and Pupil Welfare Committee	<b>Date:</b>
<b>Last reviewed on:</b>	November 2026	
<b>Next review due by:</b>	November 2027	

## ADMINISTRATION OF MEDICINES

### FORM OF PARENTAL/GUARDIAN CONSENT (Form 1) - STRICTLY CONFIDENTIAL

Child's Name:		Year/Class:
Address:		
Date of Birth:		
Home Tel No:		Work Tel No:
GP Surgery		GP's Tel No:
Condition/Illness:		

**Statement:**

I hereby request that members of staff administer the following medicines as directed below. I understand that I must deliver the medicine personally to the school in the original container as dispensed by the pharmacy and accept that this is a service which the school is not obliged to undertake. I will inform the school/setting immediately, in writing, if there is any change required to the dosage or frequency of the medication required or if the medication is to cease.

Name (print): \_\_\_\_\_

Relationship: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Medicine	Dose	Prescribed by Medical Practitioner (yes or no)	Frequency & Times for Administration	Date of Completion of Course (if known)
A				
B				
C				
D				
E				
Special Instructions/Precautions/Side Effects:				
Emergency Action:				
Other prescribed medicines child takes at home:				

**Appendix 2**

**RECORD OF PRESCRIBED/ NON-PRESCRIBED MEDICINES GIVEN TO CHILD IN SCHOOL (Form 2)**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Year/Class: \_\_\_\_\_

**STRICTLY CONFIDENTIAL**

Date	Time	Name of Medicine Given	Dose	Any Reactions	Name and Signature	Signature of staff witnessing invasive treatment