THE CHURCH OF ENGLAND

The Methodist Church

John Fletcher of Madeley

Primary School

Medical Needs Policy

Supporting Pupils with Medical Needs





Reviewed and Updated: May 2025

Next Review due: May 2026

Information Page

These polices are referred to in the document

Telford & Wrekin Council Medication in Schools advice – Health and Safety Manual
SEND code of practice 2015
Equality Act 2010
Children and Families Act 2014

School policies and documents

Educational Visits Policy
Risk Assessment Folder
Pupils' Medical Needs Document
Safeguarding Policy
School Asthma Policy
SEND Policy
Equalities Policy
Health and Safety Policy
School Emergency Plan
Medication Form
School Attendance Policy

Rational

Section 100 of the Children and Families Act 2014, places a duty on schools to make arrangements for pupils with medical conditions. Pupils with special medical needs have the same right of admission to school as other pupils and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of pupils have a common law duty to act in the place of a parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could include a need to administer medicine.

The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply school with all information regarding the management of the child's condition so that the school can fully meets the child's needs. Parents/carers are asked to complete a medication form when a pupil is taking medication within school or at home. As part of our commitment to pupils supporting themselves, we encourage self-administration of medicine whenever possible.

The school takes advice and guidance from Telford & Wrekin Council's "Medicines in Schools" section in their Health and Safety Policy. Contact details for our School Nurse can be obtained from our school office.

Definition of Medical Conditions

Pupils' medical needs may be broadly summarised as being of two types:

- ✓ Short-term affecting their participation in school activities while they are on a course of medication.
- ✓ Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Some pupils with medical conditions may have a disability. Where this is the case Governing Body will comply with their duties under the Equality Act 2010. Some pupils may also have Special Educational Needs and Disabilities (SEND) and may have an Educational Health Care Plan (EHCP) which brings together health and social care needs, as well as their Special Educational Needs provision. For pupils with SEND this guidance should be read in conjunction with the SEND code of Practice 2015 and with John Fletcher of Madeley Primary School SEND information report (see report on the school website).

Our Aims

At John Fletcher of Madeley Primary School we will ensure

- That all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- That parents/carers feel confident that we will provide effective support for their child's medical condition and that their child feels safe.
- We fully consider the advice received from Health Care Professionals; listen to and value the views of parents/carers and pupils.
- Successful re-integration into school for pupils who have had a long term absence, so that they can be supported to fully engage with their learning and do not fall behind when they are unable to attend.
- The effective management of short term and frequent absences, including those for appointments connected with a pupil's medical condition and to ensure appropriate support is put in place to limit the impact on the child's educational attainment and emotional and general well-being.
- That where pupils with medical conditions are disabled, school complies with their duties under the Equality Act 2010.
- Those pupils with medical conditions who also have a special educational need are supported in accordance with the SEND code of practice 2014.
- Reasonable adjustments are made to enable children with medical needs to participate fully and safely on visits, sporting activities and other school activities through risk assessments.

Procedures

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support.

For pupils starting at John Fletcher of Madeley Primary School, wherever possible arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or pupils moving into school, we will make every effort to ensure that arrangements are put in place within two weeks or as soon is practicably possible.

At John Fletcher of Madeley Primary School, we will make sure that no pupil with a medical condition is denied admission or prevented from attending school because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk e.g. from infectious diseases. We will therefore not accept a pupil in school at times where it would be detrimental to the health of that pupil or others.

In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on the available evidence. This would normally involve medical evidence and consultation with parents/carers. Following the discussions the Health Professionals may put an Individual Healthcare Plan in place.

Equality of opportunity

Staff work closely with Health Professionals, parents/carers and other support services to ensure that pupils with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and Health Professionals. Consideration will also be given to how pupils will be reintegrated back into school after long periods of absence to ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their full academic potential.

Our PE curriculum and provision of sporting activities enables all pupils to take part in ways which are appropriate to their abilities. Any restrictions on a particular pupil's ability to participate in PE will be clearly identified and incorporated into the pupil's Individual Healthcare Plan.

Management of medication within the school

Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance and should check the following:

1. The pupil's name
2. Written instructions provided by parents or doctor
3. Prescribed dose and frequency

4. Expiry date

- They should be aware of possible side effects of the medication and what to do if they occur.
- No pupil should be given medication without his/her parents' written consent
- The dosage and administration is to be witnessed by a second adult
- If a pupil refuses to take medication, staff should not force them to do so. The school should inform the parent as a matter of urgency, and if necessary call the emergency services
- Some medicine needs to be refrigerated. Medicines are kept in a separate fridge for mediation only- this is located within the SBM office. All medication should be in an airtight container and clearly marked.
- Medicines will be stored safely
- Inhalers are kept with the pupil in their labelled individual boxes and medicines and devices for specific conditions are available for staff in classrooms.
- Parents should collect medicines held at school and are responsible for the disposal of date expired medication
- Over the counter medicines may now be administered in school under certain conditions – please refer to the Administration of Medicines policy

There is no legal duty which requires school staff to administer medication, this is a voluntary role.

Hygiene/Infection Control

- All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures (regular hand washing, catch it bin it kill it in respect to sneezing)
- Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment
- Staff will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Insulin must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. The parent/carer

must complete the necessary paperwork before medication can be administered.

A child under the age of 16 should not be given medicine containing aspirin unless prescribed by a doctor.

There may be occasions where parents/carers are advised that their child may return to school while still needing to take medicines. We we will encourage parents/carers to ensure that their child's medication is taken out of school hours wherever clinically possible.

For further guidance please refer to Telford & Wrekin Council – "Medication in Schools Policy".

Staff responsibilities

Staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. 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.

All staff who deal with specific issues or specific health needs will receive appropriate training from health professionals.

Staff who are authorised to do this are named on individual health care plans and risk assessments. We recognise that a first-aid certificate does not constitute appropriate training in supporting pupils with medical conditions. Health care professionals, including our school nurse, who have regular access to, will provide training and subsequent confirmation in the proficiency of staff in a medical procedure, or in providing medication. If a serious medical incident occurs in school, a debriefing session will be arranged in school.

Individual Healthcare Plans

Individual Healthcare Plans for pupils with significant medical needs are created by a Health Professional on their agencies forms and are agreed with school. The purpose of this is to identify the level of support that a pupil requires in school. It is a written agreement that clarifies for staff, parent/carers and pupils the help that school can provide and receive.

- Each pupil's healthcare plan will have a regular review date with parents/carers, pupil and a member of staff and/or Health Professional.
- Each plan clearly states what information may be shared and with whom.

- These plans are kept in the main office.
- Individual Healthcare Plans will be written and reviewed by the appropriate Health Professionals, Administrator with responsibility for Health and Safety, SENDCo and parents/carers. This is then shared with the appropriate members of staff and it will be the responsibility of all members of staff supporting the individual children to ensure that the plan is followed.
- Where the child has a SEND identified in a EHC plan, if the pupil's medical needs relate to SEND then the Individual Healthcare Plan should be linked to or become part of that statement or EHC plan.
- Where a child of sufficient understanding has a significant medical need that requires an Individual Healthcare Plan, the child will be invited to participate in drawing up and agreeing the plan.
- The school will ensure that Individual Healthcare Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

Each Individual Healthcare Plan should include

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded/noisy conditions
- Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies
- If a pupil is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, and expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the pupil's condition and the support required?
- Arrangements, following written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the pupil during school hours.

- Separate arrangements or procedures required for school visits or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parents/carers or pupil, the designated individuals are to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact, and contingency arrangements.

Confidentiality

Whilst, medical and health information will be treated confidentially, in some cases in the interests of the pupil's safety, information about their condition and treatment will need to be shared. A list of pupils with medical issues is collated to support staff in being aware of any medical conditions. In these cases, we will ensure that important information about particular health needs will only be communicated to relevant teaching and support staff following consent from parents/carers and pupils. Specific health needs of individual pupils will only be shared with peers after consent from parents/carers and pupil. Sometimes it will be appropriate for a photograph to be kept with the pupil's Individual Healthcare Plan. Normally these will be displayed in areas where pupils have restricted access. This will be discussed with parents/carers and pupils as appropriate.

Emergency procedures

Where a pupil has an Individual Healthcare Plan, this will clearly define what constitutes as an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

Where it is clear that a pupil requires urgent medical attention (following our school Emergency Response procedure), an ambulance will be called

- The caller will provide details of the pupil's known condition and symptoms.
- Where possible, they will give the name and date of birth of the child.
- Where urgent medication is required, the school will endeavour to administer the medication and call for an ambulance simultaneously.
- The caller will give their name and provide details of the school's location to aid the Ambulance Service.

- Parents/carers will be contacted as soon as possible where emergencies arise.
- Any pupil taken to hospital by ambulance will be accompanied by a member of staff who will remain with the pupil until a parent arrives.

School visits and residential visits

We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. Risk assessments will be carried out, provision will be made in Individual Healthcare Plans and staff will receive suitable training. During educational visits, a pupil with medical health needs will be assigned to a trained member of staff who will carry the appropriate devices or medication. Pupils with asthma in Reception and KS1 an adult will be responsible for keeping the inhalers. KS2 children are responsible for carrying their own inhalers. All medical needs are recorded on our school's risk assessment form for each visit. When no longer required, medicines will be returned to the parent to arrange for safe disposal. If the parent does not collect by the end of the school year, medicines will be disposed of at a local pharmacy. (Sharps boxes will always be used for the disposal of needles, for example, if parents do not collect expired anaphylaxis pens, school will take them to a local doctors surgery to be disposed of in the appropriate sharps box).

Parents/Carers

- Parents/carers are asked to provide the school with full information about their child's medical condition and any treatment or special care needed at school and to keep us informed of any new or changing needs.
- Whilst we encourage regular school attendance, children who are acutely unwell should not be sent to school.
- Parents/carers should try to ensure that their child's medication is taken out of school hours wherever possible.

Where pupils are required to take medication during school time, parents/carers must complete medicine consent form

- Parents/carers should ensure that they provide the school with emergency contact(s) where they or a nominated person can be contacted should their child become ill.
- If there are any special religious and/or cultural beliefs which may affect any medical care that the pupil needs, particularly in the event of an emergency, parents/carers need to inform school and confirm this in writing

- Parents/carers should regularly check the expiry date of medicines. It is the parent's responsibility to collect and dispose of any out of date medicines.
- Where a pupil has a significant medical need and Health Professionals advise that an Individual Healthcare Plan is required, parents/carers will be asked to provide information in relation to the medical condition and to agree and sign the plan.
- Parents/carers should inform the school as soon as possible of any changes in their child's condition or treatment.

The pupil's role in managing their own Medical Needs

If it is deemed, after discussion with the parents/carers that a pupil is competent to manage their own health needs and medicines, the school staff will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Healthcare Plans.

- Pupils will have access to medicines for self- medication quickly and easily. Pupils who can take their medicines themselves or manage procedures will be supervised by an adult.
- If a pupil refuses or is unable to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Healthcare Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.
- We acknowledge that a pupil with a medical condition will often be best placed to provide information about how their condition affects them. Alongside their parent / carer, the children will be involved in their Individual Healthcare Plan at an age appropriate level. After discussion with parents/carers, pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within their Individual Healthcare Plans.

Whilst we encourage regular school attendance, pupils who feel very unwell before leaving home in the morning should ensure that they tell their parent/carer, who can then decide whether they are well enough to attend school.

All medicine needs to be handed in person by the parent to the main school office who will ensure the correct paperwork is completed and it is stored safely.

Record Keeping

Records offer protection to staff and pupils and provide evidence that agreed procedures have been followed.

The school will keep records of the following:

- A record of all pupils at the school who have significant medical needs.
- Individual Healthcare Plans.
- Medication administered or supervised.
- Notification from parents/carers giving consent regarding medication issued.
- Training records
- Emergency form.

Management of support for children with medical conditions

The overall management responsibility for support for pupils with medical conditions within the school lies with the Head Teacher.

The Head Teacher will ensure that:

- All staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- All staff who need to know are aware of the pupil's condition
- Sufficient trained numbers of staff are available to implement the policy and deliver the individual healthcare plans, including in contingency and emergency situations.
- Staff receive sufficient and suitable training to achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

The Administrator with responsibility for medical needs and educational visits has responsibility for:

- The day to day coordination of support for pupils with medical conditions
- Ensuring effective liaison with parents, the pupil and appropriate agencies
- Working with the Head teacher and SLT to arrange staff training ,
- Ensuring that arrangements are in place to inform supply staff of a child's medical condition
- Monitoring that risk assessments are completed for school visits and other activities outside the normal time table.
- Making referrals to the school nurse service when a medical condition is identified.
- Monitoring and reviewing Individual Healthcare Plans in collaboration with SENDCo and other professionals.

Liability and Indemnity
The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk and covers staff providing support to pupils with medical conditions. Insurance policies provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. Any requirements of the insurance such as the need for staff to be trained should be made clear and complied with.

Unacceptable practice Governing bodies should ensure that the school's policy is explicit about what practice is not acceptable. Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally 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 for reasons associated with their medical condition 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 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

Complaints
Should parents/carers or pupils 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.

This policy is reviewed regularly by the Administrator for Medical needs and is readily accessible to Parents/Carers and staff through our School website.