West End Primary School

We work hard together to be excellent in all that we do. We are confident and compassionate, happy and have fun.

Supporting Pupils with Medical Conditions

Document Detail	
Policy written by:	Becky Linton
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1. Introduction

This policy is written to support pupils with individual medical conditions and outlines how their needs will be met at West End Primary School.

This policy should be read alongside Leeds City Council guidance PG505 – Supporting Pupils with Medical Conditions in School and the Department for Education statutory guidance Supporting pupils at school with medical conditions. Together, these arrangements aim to ensure that:

- pupils, staff and parents/carers understand how the school will support pupils with medical conditions;
- the whole-school environment is inclusive and enables pupils with medical conditions to participate in educational, social, sporting and wider school activities;
- staff who support pupils with medical conditions receive appropriate information and training;
- the school recognises that pupils with the same medical condition will not necessarily have the same needs; and
- staff understand their duty of care and know what to do in an emergency.

2. Policy Statement

West End Primary School is inclusive and welcomes and supports pupils with medical conditions. We aim to provide all pupils with equal opportunities and to ensure that medical needs do not create unnecessary barriers to attendance, learning or participation.

This policy meets the requirements of section 100 of the Children and Families Act 2014, which places a duty on governing bodies to make arrangements for supporting pupils at school with medical conditions. The school has regard to the Department for Education statutory guidance Supporting pupils at school with medical conditions.

The policy applies to pupils with short-term, long-term and/or complex medical conditions, including asthma, diabetes, epilepsy and other conditions requiring support during the school day. Pupils with allergies are additionally supported through the school's separate Allergy Policy and the statutory DFE guidance Allergy Safety in Schools.

No pupil will be denied admission or prevented from taking up a place because arrangements for a medical condition have not yet been made. However, in line with safeguarding and health and safety duties, there may be circumstances in which attendance would create a serious risk to the health of the pupil or others, for example because of an infectious disease.

All relevant staff will be made aware of medical conditions affecting pupils where they need this information to keep pupils safe and provide appropriate support. The school accepts responsibility for staff who administer or supervise medication or medical procedures in accordance with agreed arrangements and their training.

The Headteacher is the named person with overall responsibility for this policy and its implementation.

3. Roles and Responsibilities

3.1 Governing Body

The Governing Body has ultimate responsibility for ensuring that arrangements are in place to support pupils with medical conditions. It will:

• ensure that the arrangements are sufficient to meet the school's statutory responsibilities;

• ensure that sufficient staff have received suitable training and are competent before taking responsibility for supporting pupils with medical conditions;

• ensure that this policy is reviewed regularly and is readily accessible to parents/carers and staff; and

• monitor the effectiveness of the school's arrangements.

3.2 The Headteacher

The Headteacher will:

• make sure all staff are aware of this policy and relevant supporting guidance and understand their role in its implementation;

• ensure that there is a sufficient number of suitably trained staff available to implement this policy and deliver all Individual Healthcare Plans (IHPs), including contingency and emergency arrangements;

• ensure that staff who need to know are aware of a pupil's medical condition and agreed support;

• take overall responsibility for the development and monitoring of IHPs, with day-to-day coordination delegated as appropriate;

• contact or seek support from the school nursing service where a pupil has a medical condition that may require support in school and the service is not already involved;

• ensure systems are in place for obtaining, recording and updating information about pupils' medical conditions; and

• ensure that supply, temporary and peripatetic staff receive the information they need to support pupils safely.

3.3 School Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, including the administration of medicines, although staff will not be required to undertake healthcare procedures unless this is part of their role and they have received appropriate training.

Staff are responsible for:

• following this policy, relevant supporting guidance and any pupil-specific IHP or agreed medical procedure;

• maintaining confidentiality while sharing information that is necessary for safe and effective support;

• contacting parents/carers and/or emergency services when necessary and without delay;

• understanding, where relevant, the nature and implications of medical conditions affecting pupils they teach or supervise; and

• seeking advice if they are unsure about a pupil's needs or their own competence to provide support.

3.4 Parents and Carers

Parents/carers are expected to:

• provide the school with sufficient, accurate and up-to-date information about their child's medical condition;

• be involved in the development and review of their child's IHP where one is required;

• carry out any action agreed as part of an IHP, including providing medicines and equipment;

• ensure medicines and equipment supplied to school are in date, correctly labelled where appropriate and sufficient for the pupil's needs;

• provide written agreement before medicines are administered by school staff;

• provide up-to-date emergency contact details; and

• keep their child at home when they are acutely unwell and not fit to attend school.

3.5 Pupils

Pupils with medical conditions will often be best placed to explain how their condition affects them. They will be involved, as far as appropriate to their age and understanding, in discussions about their medical support and in the development of their IHP. Where appropriate, pupils will be supported to manage aspects of their own healthcare independently.

3.6 School Nursing Service and Other Healthcare Professionals

The school will work with the school nursing service and relevant healthcare professionals to support pupils with medical conditions. This may include advice on a pupil's needs, assistance with IHPs, specialist medical advice and guidance on staff training. Healthcare professionals may also confirm the proficiency of staff who undertake particular procedures.

Where a pupil's medical condition is likely to prevent attendance for 15 school days or more, whether consecutive or cumulative, the school will work with Leeds City Council, parents/carers and relevant health professionals so that appropriate education can be arranged and reintegration planned.

3.7 Staff Training and Support

Training needs will normally be identified when an IHP is developed or reviewed. The relevant healthcare professional will normally advise on the type and level of training required. Training may be commissioned through the school nursing service, specialist health teams or another suitably qualified provider.

Any member of staff providing medical support will receive suitable training before taking responsibility for that support. A first-aid certificate alone does not constitute appropriate training for a specific medical condition or procedure. Parents/carers may provide valuable information about their child's needs but will not be the sole trainer for a medical procedure. Training will be refreshed where necessary and records will be maintained.

4. Storage, Administration and Management of Medicines

4.1 Provision of Medication

The school will allow medicines to be brought to school when it is essential for them to be administered during the school day, for example where it would be detrimental to a pupil's health or school attendance not to do so.

Where clinically possible, parents/carers are encouraged to ask prescribers whether medicines can be prescribed in dose frequencies that enable them to be taken outside school hours.

Prescribed medicines will normally only be accepted if they are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

The exception is insulin, which may be supplied in an insulin pen or pump rather than its original container.

Non-prescription medicines may be administered where the school has agreed that this is necessary and written parental consent has been provided. The school will follow the same principles of safe storage, administration and record keeping.

4.2 Administration of Medicaton

The school will administer medication or medical procedures, or supervise self-administration, only where appropriate arrangements and written parental consent are in place. Staff will follow the prescriber's instructions and any pupil-specific IHP.

A pupil under 16 will never be given medicine containing aspirin unless it has been prescribed by a doctor. Pain relief or other non-prescription medication will not be administered without checking the maximum dosage and when any previous dose was taken. Parents/carers will be informed when medication is administered in school.

Written records will be kept of medicines administered to individual pupils, including what was administered, the dose, when and by whom. Any relevant side effects or concerns will also be recorded and communicated appropriately.

4.3 Self-Management

Pupils who are competent to manage their own medicines or devices will be encouraged to do so, following discussion with the pupil and their parents/carers and, where appropriate, relevant healthcare professionals. This should be reflected in the IHP where one is in place. An appropriate level of supervision will be provided where necessary.

Medicines and devices such as asthma inhalers, blood glucose testing equipment, insulin and adrenaline auto-injectors must be readily accessible. Pupils may carry their own medicines or devices where this has been agreed and it is safe for them to do so.

4.4 Refusal to Take Medicine

Staff will not force a pupil to take medicine or undergo a medical procedure if they refuse. Staff will follow the procedure agreed in the pupil's IHP or other written arrangements and inform parents/carers so that alternative options can be considered. Emergency services will be contacted where the pupil may be at serious risk.

4.5 Storage and Disposal of Medicines and Medical Devices

Medicines will be stored safely, securely and in accordance with the manufacturer's or prescriber's instructions. Pupils will know where their medicines are kept and how to access them. Medicines and devices needed in an emergency will always be readily available, including during off-site visits and activities.

Controlled drugs prescribed for a pupil will be stored securely in a non-portable container unless a competent pupil has been authorised to carry their own. Access will be restricted to named staff and a record will be kept of doses administered and the amount held.

Medicines that are no longer required will be returned to parents/carers for safe disposal. Sharps will be disposed of in appropriate sharps containers.

The school holds emergency salbutamol inhalers and spare adrenaline auto-injectors for use in accordance with the relevant national guidance and the school's agreed protocols. Spare devices do not replace a pupil's own prescribed medication.

4.6 Emergency Situations

Staff will follow the school's normal emergency procedures, including calling 999 where necessary. Where a pupil has an IHP, it will clearly set out what constitutes an emergency and what action should be taken. Relevant staff will be made aware of the emergency symptoms and procedures.

If a pupil needs to be taken to hospital, a member of staff will stay with them until a parent/carer or nominated adult arrives, or will accompany the pupil in the ambulance where required.

5. Individual Healthcare Plans and Individual Risk Assessments

The school will follow Leeds City Council guidance PG505 and the Department for Education statutory guidance when deciding whether an IHP is required and when developing, implementing and reviewing a plan.

IHPs are intended to provide clarity about what needs to be done, when and by whom. They will be considered where a pupil's medical condition is long-term or complex, fluctuates, requires emergency intervention, or where additional clarity is needed to ensure safe and effective support. Not every pupil with a medical condition will require an IHP.

IHPs will normally include, as appropriate:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication, equipment, dietary requirements, environmental issues and access to breaks or facilities;
- specific support for educational, social and emotional needs;
- the level of support required, including arrangements for self-management;
- who will provide support, their training needs and arrangements for cover;
- who in school needs to be aware of the pupil's condition and support;
- arrangements for written permission for medication to be administered;
- separate arrangements or procedures for school trips and other activities where needed; and
- what constitutes an emergency and what action to take.

IHPs will be reviewed at least annually, or earlier if evidence is presented that a pupil's needs have changed. Where a separate individual pupil risk assessment is required, it will complement rather than replace the IHP.

5.1 Being Notified that a Pupil has a Medical Condition

When the school is notified that a pupil has a medical condition, the school will gather the required information and decide what support is needed and whether an IHP should be developed.

For pupils who are new to the school, every effort will be made to ensure arrangements are in place by the beginning of the relevant school term. Where a pupil is newly diagnosed or joins during the school year, every effort will be made to put suitable arrangements in place within two weeks.

The school will:

- gather relevant information from parents/carers and, where appropriate, healthcare professionals and the pupil;

- make arrangements for trained staff to administer medication or medical procedures where required;
- put an IHP in place where appropriate; and
- review arrangements when the pupil's needs change.

6. School Trips, Off-Site Activities and Sporting Activities

Pupils with medical conditions will be actively supported to participate in school trips, residential visits, physical education, sporting activities and wider school life. The school will make reasonable adjustments and take account of individual medical needs in planning and risk assessment.

Relevant staff will be made aware of the pupil's medical needs, emergency arrangements and any medicines or equipment that must accompany the pupil. Advice from parents/carers and relevant healthcare professionals will be sought where necessary.

7. Unacceptable Practice

School staff will use professional judgement and consider each case individually with reference to the pupil's IHP and medical advice. However, it is generally not acceptable to:

- prevent pupils from easily accessing their inhalers, medicines or medical devices, or from administering their medication when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parents/carers, or ignore medical evidence or opinion, although medical evidence may be appropriately challenged;
- send pupils 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 IHP;
- send a pupil who becomes ill to the school office or medical area unaccompanied or accompanied by someone unsuitable;
- penalise pupils for attendance where absence is related to their medical condition, such as hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever needed to manage their medical condition effectively;
- require parents/carers, or make them feel obliged, to attend school to administer medication or provide medical support, including toileting support;
- prevent pupils from participating, or create unnecessary barriers to participation, in any aspect of school life, including trips and visits; or
- administer, or ask pupils to administer, medication in school toilets.

8. Liability and Insurance

The Governing Body will ensure that the school has an appropriate level of insurance in place for staff supporting pupils with medical conditions and that the cover reflects the level of risk. Where a healthcare procedure may require specific cover, the school will confirm the position with its insurer

before the procedure is undertaken. Any conditions of insurance, including training requirements, will be followed.

9. Complaints

Parents/carers or pupils who are dissatisfied with the support provided should raise their concerns with the school in the first instance. If the matter is not resolved, a formal complaint may be made using the school's published Complaints Policy.

10. Review

This policy will be reviewed regularly and no later than September 2027, or sooner where changes to legislation, statutory guidance, local authority guidance or the needs of the school make this necessary. The Governing Body will ensure that the policy remains readily accessible to parents/carers and staff.

This policy should be read alongside Leeds City Council guidance PG505 – Supporting Pupils with Medical Conditions in School, the Department for Education statutory guidance Supporting pupils at school with medical conditions, the school's Allergy Safety Policy and relevant pupil-specific Individual Healthcare Plans.

Administrating medicines in school

DO

- ✔ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they don't have to agree to do so
- ✔ Check the maximum dosage and when the previous dosage was taken before administering medicine
- ✔ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, and who administered it, how and when
- ✔ Inform parents/carers if their child has received medicine or been unwell at school
- ✔ Store medicine safely
- ✔ Make sure the child knows where their medicine is kept, and can access it immediately

DON'T

- ✘ Give prescription medicines or undertake healthcare procedures without appropriate training
- ✘ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
- ✘ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
- ✘ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
- ✘ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers
- ✘ Force a child to take their medicine. If the child refuses to take it, follow the procedure in their individual healthcare plan and inform their parents