



# SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

|                          |               |
|--------------------------|---------------|
| Policy Formally Approved | November 2025 |
| Policy to be Reviewed    | November 2028 |

It is the responsibility of the **Headteacher and Health and Safety Governor** to review this policy.

Signed by

Headteacher: .....Date:.....

Health and Safety Governor:.....Date:.....

Chair of Governors ..... Date .....

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## 1. Purpose and Aims

Charsfield C of E Primary School is an inclusive community committed to ensuring that students with medical conditions (both physical and mental) should be properly supported so they can have full access to education, including school trips and physical education. This school aims to provide all students with the same opportunities as others at the school. Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. 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.

### We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency
- All staff feel confident in knowing what to do in an emergency
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- This school understands the importance of medication being taken as prescribed
- All staff understand the common medical conditions that affect children at this school
- Staff receive training on the impact medical conditions can have on pupils.

**However students with infectious illness should not be in school.**

## 2. Shared Ownership of the Policy

The school has developed this policy with a range of key stakeholders within both the school and health settings. These include:

- pupils with medical conditions
- parents/carers
- school nurse
- headteacher
- special educational needs coordinator
- members of staff trained in first aid
- all school staff
- school governors, including the Health and Safety Committee.

## 3. Publication of the Policy

- a. Relevant parents are informed about the medical conditions policy:
  - at the start of the school year when communication is sent out about Healthcare Plans
  - when their child is enrolled as a new pupil at the school
  - through the school website.
- b. School staff are informed and regularly reminded about the medical conditions policy:
  - through regular reminders
  - at scheduled medical conditions training
  - through the key principles of the policy being accessible through the School website.

- c. Relevant local health staff are informed about the school's medical conditions policy:
  - On a need-to-know basis

**4. Appropriate staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school**

- a. Appropriate staff at this school are aware of the most common serious medical conditions at this school.
- b. Staff at this school understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. All staff who work with groups of pupils at this school receive training and know what to do in an emergency situation
- d. All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- e. Training is refreshed for staff at appropriate intervals in line with guidance from relevant awarding authorities such as St. Johns Ambulance and British Red Cross.
- f. Healthcare Plans are used to inform the appropriate staff of pupils in their care who may need emergency help.
- g. The school will ensure that information on Healthcare Plans are communicated to the hospital/healthcare professional as soon as possible in the case of an emergency.

**5. All staff understand and are trained in the school's general emergency procedures**

- a. All staff know what action to take in the event of a medical emergency. This includes:
  - how to contact emergency services and what information to give
  - who to contact within the school.
- b. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.
- c. Generally, staff should not take pupils to hospital in their own car, unless this is absolutely necessary.
- d. The Health and Safety Committee regularly check to ensure appropriate first aid training and provision for medical needs.

## 6. Administering Medication at School

### Administration – emergency medication

- a. All pupils at this school with medical conditions have **easy access to their emergency medication**.
- b. Where appropriate, medication that is needed quickly, such as asthma inhalers are kept in the classroom, with other medication being stored in the school office. All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. Emergency medications are kept in the classroom at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.
- e. In line with the government advice, aspirin will not be administered in school unless specifically prescribed for an individual medical condition.

### Administration – general

- a. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a member of staff at this school.
- b. Medication is taken as prescribed.
- c. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- d. Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent. **In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.(See 4b)**
- d. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- e. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- f. Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately and provide instruction from the prescriber.
- g. If a pupil at this school refuses their medication, staff record this. Parents are informed as soon as possible.
- h. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

- i. If a member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service.
- j. If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

## **7. The storage of medication at school**

### **Safe storage – emergency medication**

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug it is either locked up, the keys are readily available or held personally by members of staff only for offsite activities.
- b. Most medication is kept in the staffroom, in a safe, locked medical cupboard. Asthma inhalers are kept in the child's classroom.

### **Safe storage – non-emergency medication**

- a. All medication is kept in the school staff room, in the medical cabinet
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

### **Safe storage – general**

- a. There are identified members of staff who ensure the correct storage of medication at school. At Charsfield C of E Primary School this is the administrator and the class teachers.
- b. All controlled drugs are kept in a locked cupboard and only staff have access to the key.
- c. The identified member of staff or admin team, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- d. All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- e. Medication is stored in accordance with instructions, paying particular note to temperature.
- f. Some medication for pupils at this school may need to be refrigerated. The refrigerator used for the storage of medication is in the staff room.
- g. All medication is sent home with pupils at the end of the school year. Medication is not stored over the summer holidays.
- h. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

### **Safe Disposal**

- a. Parents at this school are asked to collect out-of-date medication.
- b. If parents do not pick up out-of-date medication, or if medication is left at the end of the school year, medication is safely disposed of.
- c. A named member of staff is responsible for checking the dates of medication held at school and arranging for the disposal of any that has expired. This check is done at least three times a year and is always documented.

- d. Sharps boxes are used for the disposal of needles. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- e. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent. Collection and disposal of sharps boxes is arranged with the local authority's environmental services as required.

## **8. Record Keeping**

### **Enrolment forms**

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when the pupil joins the school. Parents/carers are responsible for informing the school of any changes in their child's health conditions/medication requirements.

### **Healthcare Plans**

Healthcare Plans to be provided by medical professionals as required record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

- If a pupil has a short-term medical condition that requires medication during school hours, a medication form must be completed by the pupil's parents/carers.

### **Storing Healthcare Plans**

- a. Healthcare Plans are kept in the school office and a copy kept in the staffroom to be easily accessible to staff. Medical/healthcare needs are also recorded on the child's Arbor account.
- b. School staff may follow up with the parents to obtain any further details on a pupil's Healthcare Plan if required or if permission for administration of medication is unclear or incomplete.

### **Ongoing communication and review of Healthcare Plans**

- a. Parents are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- b. Staff use opportunities such as teacher–parent interviews and annual reviews of health care plans to ensure that information held by the school on a pupil's condition is accurate and up to date.
- c. If parents inform the School of any change the Healthcare Plan is discussed and reviewed.
- d. When a child transitions between schools, e.g Primary to High School, then a formal handover of care plans will take place between staff of the two schools.
- e. When a child joins Charsfield C of E Primary School, a discussion will take place with the parents to ensure that appropriate support/staff training is in place before the child starts. When the child is joining from another school, a discussion will take place between the parents, child and the sending school.

### **Storage and access to Healthcare Plans**

- a. Parents/carers and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.
- b. Every member of staff has access to health care plans.

- c. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- d. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- e. This school ensures that all staff protect pupil confidentiality.

### **Use of Healthcare Plans**

Healthcare Plans are used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a medical condition in their care
- detail when pupils should take their medication and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Consent to administer medicines**

- a. If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan, if they have one, giving the pupil or staff permission to administer medication on a regular/daily basis, if required. In the absence of a Healthcare Plan, parents/carers should complete a school medical consent form.
- b. If a pupil requires regular/daily help in administering their medication, then this should be recorded on the pupil's Healthcare Plan or medication consent form.

### **Residential visits**

- a. Parents/carers are consulted shortly before their child leaves for an overnight or extended day visit to identify any changes to the child's health requirements. This includes information about medication not normally taken during school hours.
- b. Up to date medical consent forms and allergy records are taken by the relevant staff member on visits and for all out-of-school activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan, if the pupil has one.
- c. All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- d. Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- e. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.
- f. Risk assessments are carried out before pupils start any work experience or off-site educational

placement. It is this school's responsibility to ensure that the placement is suitable. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider.

#### **Other record keeping**

- a. This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

9. Effort is taken to ensure that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

#### **Physical environment**

- This school is committed to providing a physical environment that is accessible to pupils with medical conditions.
- Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

#### **Social interactions**

- a. We ensure that the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- b. We ensure that the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as after school clubs and residential visits.
- c. All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- d. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

#### **Exercise and physical activity**

- a. We understand the importance of all pupils taking part in sports, games and activities.
- b. We ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils and have access to Healthcare Plans as required.
- c. We ensure all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- d. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- e. We ensure all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- f. We ensure all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

- g. We ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

### **Education and learning**

- a. We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensure that appropriate adjustments and extra support are provided. Where a children may have been absent for a significant period of time, due to their condition, a reintegration programme can be implemented, where appropriate, in consultation with parents.
- b. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.
- c. Teachers are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents/carers and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

### **10. We are aware of the common triggers that can make medical conditions worse or can bring on an emergency**

- a. This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- b. Appropriate School staff have been given training on common medical conditions. This training includes information on how to avoid and reduce exposure to common triggers for common medical conditions.
- c. This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- d. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.
- e. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

### **11. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy**

- a. This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents/carers, employers, healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

### **Within school, the Executive Headteacher takes overall responsibility for the implementation for the Policy.**

#### **The Governing Body**

- The Governing Body has overall responsibility to ensuring students with medical conditions have the fullest participation in school life and that sufficient training is organised and delivered to ensure staff are competent to support the student, and that all necessary staff are aware of the student's needs.

### The Headteacher

- The Headteacher ensures that the Policy is implemented in school – that relevant training is provided; staff are recruited if needed and that appropriate Insurance is in place. The Headteacher will have the final say in cases of medication being administered in school – in most cases this will be possible but not where the health of a young person is believed to be unstable or a danger to other students in school through infection or mental instability.

### Staff

- All school staff should be informed and given relevant training. Staff may be asked to support students with medical conditions, including administering medicines – **but staff cannot be required to do so.**

### Other Healthcare Professionals

- To liaise with the school around new diagnoses and on-going support for those who have long term conditions. Specialist advice, training and support can be provided as necessary e.g. Briefing all staff on students with a specific type of Diabetes or Epilepsy etc.

### Pupils

- This is the best placed person to identify needs and should be fully involved, in an age appropriate manner.

### Parent/Carers

- They are responsible for supplying up-to – date information about the condition and medication/treatment needs. They must supply contactable adults for the Individual Health care Plan and medical consent form.

### Local Authority

- Responsible for supporting a school with the needs of individual students if mainstream schooling is no longer appropriate due to mental or physical health needs. The guidance to Local Authorities says they should be ready to do this when a child has been away or will be away for 15 day or more due to health needs (consecutive or cumulative).

## **12. The medical conditions policy is reviewed, evaluated and updated every two years. Updates are produced every year (if required)**

- a. This school's medical condition policy is reviewed, evaluated and updated every two years in line with the school's policy review timeline.
- b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- c. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.
- d. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

## **13. Complaints**

Any complaints regarding the support provided to pupils with medical conditions should first be directed to the Headteacher. Further complaints should be dealt with by following the school complaints procedure.

## Appendix 1



### CONTACTING THE EMERGENCY SERVICES



Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number – 01379 586393

2. Give your location as follows:

Postcode: **IP13 0HP**  
Charsfield C of E Primary School,  
Church Road,  
Charsfield,  
Woodbridge,  
Suffolk.  
What3 words ref : affair.skirting.guardian

3. Give exact location in the school of the person needing help.

4. Give your name.

5. Give the name and age (date of birth if possible) of the person needing help.

6. Give a brief description of the person's symptoms (and any known medical condition). If an allergic reaction is suspected, then state ANAPHYLAXIS.

7. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.

8. Don't hang up until the information has been repeated back to you.

**Speak clearly and slowly**

## Administration of Medicines to Pupils.

Charsfield C of E Primary School will not give your child medicine unless you complete and sign this form.

|                              |                                  |
|------------------------------|----------------------------------|
| Name of school/setting       | Charsfield C of E Primary School |
| Name of child                |                                  |
| Date of birth                |                                  |
| Year Group                   |                                  |
| Medical condition or illness |                                  |

### Medicine

|   |  |
|---|--|
| Name/type of medicine<br><i>(as described on the container)</i>         |  |
| Expiry date   |  |
| Dosage and method   |  |
| Timing  |  |
| Special precautions/other instructions                                  |  |
| Are there any side effects that the school/setting needs to know about? |  |
| Procedures to take in an emergency                                      |  |
| Non prescription medicine y/n   |  |

**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

|   |                           |
|---|---------------------------|
| Name  |                           |
| Daytime telephone no.                                       |                           |
| Relationship to child                                       |                           |
| Address   |                           |
| I understand that I must deliver the medicine personally to | A member of school staff. |

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_