SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Updated: October 2026
Signed: SJ
Review Date: October 2027

Policy Statement

London Colney Primary & Nursery School is an inclusive community that welcomes and supports pupils with medical conditions.

London Colney Primary & Nursery School understands that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

We will help to ensure that all pupils can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

All pupils with medical conditions requiring support in school will have an Individual Healthcare Plan (IHP) developed as soon as possible following notification of the condition. Plans will be reviewed at least annually and sooner where needs change.

The named member of staff responsible for this policy and its implementation is:
Name: Alison Baskerville
Role: SENDCo

The named member of staff is responsible for:

- overseeing implementation of this policy;
- maintaining the register of Individual Healthcare Plans;
- ensuring appropriate staff training is in place;
- ensuring relevant staff are aware of pupils' medical needs;
- monitoring the effectiveness of support arrangements;
- coordinating reviews of Individual Healthcare Plans;
- ensuring suitable arrangements are in place during staff absence and turnover.

Policy Framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at school.

1) This school is an inclusive community that supports and welcomes pupils with medical conditions.

- This school provides all pupils with any medical condition the same opportunities and access to activities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential. The school is committed to ensuring that no child is denied admission or unable to take up their place due to arrangements for a

medical condition still being in development.

- This school will listen to and take account of the views of pupils and parents/carers to ensure that they feel confident that the care and support provided meets pupils' individual needs.

- The school makes sure that all staff understand their duty of care to children and young people and know what to do in an emergency. It is understood that some medical conditions may be serious or potentially life-threatening if not effectively managed. The school recognises the importance of medication being taken and care received as prescribed by healthcare professionals.

- The whole school and local health community understand and support the medical conditions policy.

- This school understands that all children with the same medical condition will not have the same needs.

- This school will ensure all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place within two weeks.

- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (and other relevant legislation, see DfE guidance p27). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

2) This school's medical conditions policy is drawn up in consultation with local key stakeholders within both the school and health settings.

- This includes pupils, parents/carers, school nurse, school staff, governors, the school employer and relevant local health services.

3) The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

- Pupils, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. The policy will be available on the school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

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

- All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.

- All staff receive training in what to do in an emergency.

- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and this school keeps an up to date record of all training undertaken and by whom.

- All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.

- This school has chosen to hold two emergency salbutamol inhalers for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

- This school has chosen to hold two 'spare' emergency adrenaline auto-injectors (AAI) for use on children who are at risk of anaphylaxis, but whose own device is not available or not working and for whom parental consent for its use has been obtained.

- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

<u>IHPs should consider:</u>

- The medical condition, its trigger, signs, symptoms and treatment.
- The pupil's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling.
- The level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring.

- Who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the pupil's medical needs from a healthcare professional.
- Who in school needs to be aware of the child's condition and the support required.
- Written permission from parents and the head teacher for medication to be
- Administered.
- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Arrangements for travel to and from school and what should be done if an emergency arises (at this school we request that the parent, or an appropriate representative, delivers and collects the pupil to and from school).
- Where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including who to contact and contingency arrangements.

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

- All staff, including temporary or supply staff, should be aware of the content of this policy, know what action to take in a medical emergency and receive updates at least yearly.

- Training is provided each academic year, with additional training as required, and policies and procedures are discussed with temporary and supply staff. Training needs will be identified and discussed at least annually as part of the school's appraisal process. The induction of new staff will include training for supporting pupils with medical needs. School nurses will provide annual training for common conditions eg asthma, allergies, epilepsy and diabetes

- Any member of staff providing support to a pupil with medical needs will have received suitable training.

- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance. A member of staff must not take a pupil to hospital in their own car.

6) This school has clear guidance on providing care and support and administering medication and first aid at school.

- The school understands the importance of medication being taken and care received, as detailed in the pupil's IHP.

- The school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.

- The school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

- The school will not give medication to a child without a parent's written consent except in exceptional circumstances.

- Medication may only be administered if prescribed by a healthcare professional. Medicines bought 'over the counter' may not be administered, except for a single dose of travel sickness medication required for the return journey of an educational visit and then only upon the explicit written consent of the parent.

- Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.

- Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.

- When administering medication, this school will check the dosage and when the previous dose was given. Parents will be informed.

- Children at this school will not administer their own medication. This will be recorded on their IHP. Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.

- If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP. Parents will be informed.

- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

- Parents/carers at this school understand that they should let the school know immediately if their child's needs change.

- If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

7) This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils know where and how to access it. Children at this school know to ask any member of staff and that they may have immediate access to their medication when required. In this school epi-pens/inhalers are stored safely in the school office.

- The school will keep controlled drugs stored securely, but accessibly, in a non-portable container with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.

- The school will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump. Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.

- The school will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.

- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

- This school will store controlled drugs securely in a non-portable container, with only named staff having access.

8) This school has clear guidance about record keeping

- Parents at this school are asked if their child has any medical conditions on the admissions form as part of the admissions process.

- The school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.

- This school has a centralised register of IHPs, and an identified member of staff who has responsibility for this register.

- IHPs are reviewed regularly, at least every year or whenever the pupil's needs change.

- The parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the IHP. Other school staff, including MSAs, are aware and have access to the IHPs for pupils in their care.

- The school makes sure that the pupil's confidentiality is protected.

- This school seeks permission from parents/carers before sharing any medical information with any other party.

- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

- The school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse / school nurse / other suitably qualified healthcare professional and / or the parent. The specialist nurse / school nurse / other suitable qualified healthcare professional will confirm their competence, and this school keeps an up to date record of all training undertaken and by whom.

Where a child has SEN but does not have an EHC plan, their special educational needs are mentioned in their IHP. Appendix 2 is used to identify and agree the support a child needs and the development of an IHP.

9) The school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- The school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible environment for out of school activities.

- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities and residential visits.

- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's antibullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

- The school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.

- The school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimise these.

- Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.

10) The school makes sure that pupils have the appropriate medication / equipment / food available during physical activity and offsite visits.

- The school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.

- This school will not penalise pupils for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.

- The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo, who will liaise with parent and the pupil's healthcare professional.

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

11) The school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

- The school is committed to identifying and reducing triggers both at school and on out of school visits.

- School staff have been given training and written information on medical conditions which includes avoiding / reducing exposure to common triggers
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe during the whole school day and on out of school

activities. Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical conditions.

- The school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

12) Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

The school works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The governing body should ensure parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

13) The medical conditions policy is regularly reviewed, evaluated and updated.

- In evaluating the policy, feedback will be gathered from all stakeholders including staff, parents, governors and other relevant healthcare professionals.

- The needs of pupils with medical conditions are central to the evaluation process.

Signed by Chair of Governors: Date:

To be reviewed in October 2027