Supporting Pupils with Medical Conditions Policy

Approved by:	**Full Governing Board**
Date:	**September 2025**
Next review due by:	**September 2028**

This policy should be read in conjunction with the Oxfordshire County Council Document "*The Education of Children and Young People who are unable to attend school due to Medical Conditions.*"

https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreneducationandfamilies/educationandlearning/specialeducationalneeds/SEND/MedicalNeeds.pdf

DEFINITIONS

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

(a) **Short-term,** affecting their participation in school activities whilst they are on a course of medication.
(b) **Long term,** potentially limiting their access to education and requiring extra care and support.

SCHOOL ETHOS

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974, makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils of the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case individual procedures may be required. St. Leonard's is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to schools as other children and cannot be refused admission or excluded from school on medical grounds alone. However, all staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all the pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking children off the school site. In the unlikely event that staff who have received specific medical training are absent (e.g. due to sickness) the school will liaise with the child's parents/carers to ensure the child's safety. This may require parents/carers to attend school throughout the day to assist in specific medical care needs.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all the relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nursing Team, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

OUR AIMS

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits, including residential progra0mmes
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a registered health professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to any situation where a child with a medical condition requires support
- To keep, monitor and review appropriate records

UNACCEPTABLE PRACTICE

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers: ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan

- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day on a regular basis
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

ENTITLEMENT

St. Leonard's C E Primary School provides full access to the curriculum for every child where possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. In the event that a child's medical needs means they have been absent for over 15 days (consecutively or cumulatively) in a school year, we will follow the OCC procedure (as linked above) to ensure they receive appropriate support to maintain their education.

However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees will:

- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of the SLT, any concern or matter relating to the support of pupils with medical conditions

EXPECTATIONS

It is expected that:

- Parents will inform school of any medical condition which affects their child
- Parents will ensure that they provide school with any change of contact details so that Individual Healthcare Plans are always up to date
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self- administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- St. Leonard's will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- School staff will liaise as necessary with healthcare professionals and services in order to access the most up to date advice about a pupils' medical needs and will seek support and training in the interest of the pupil
- Transitional arrangements between schools will be completed in such a way that St. Leonard's will ensure full disclosure of relevant medical information, healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

PROCEDURE

The Governing Body of St. Leonard's C E School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. See Public Liability Insurance policy with Maven Public Sector, available on the Oxfordshire County Council Website.

INFORMATION

Children with serious medical conditions and intolerances will have their photo and brief description of condition, along with any other necessary information, in the staff room and appropriate department areas. Children with severe

allergies and those with medical conditions, confirmed by a medical professional which may require emergency attention, eg. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their department and all adults dealing with the child, including supply teachers, will have their attention drawn to this information. Class registers of pupils' medical needs will be kept at reception and additional copies will be kept by each class teacher. All other medical conditions provided by parents will be recorded on the school's central *Arbor* system.

IN AN EMERGENCY

In a medical emergency, most teachers, teaching assistants, office staff and lunchtime supervisors have been appropriately trained to administer emergency paediatric first aid if necessary.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

ADMINISTRATION OF MEDICINES

Only essential medicines will be administered during the school day. These must be prescribed by a doctor and have an official label stating the dosage and use by date. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy. These will be stored in a locked container.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine and keep an appropriate record during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct and that written permission has been given. Staff administering medication must also have a second staff member present to witness the actions. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded on our medical forms (located in the school reception office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers,etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in a locked cabinet in the school office behind reception. Access to these medicines is restricted to the named persons. Epi-pens are kept in in the school office, these are stored in clearly labelled plastic boxes. A second Epi-Pen will be stored safely in the teachers' cupboard in the classroom.

Children self- administering asthma inhalers do not need to be recorded. Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them when off the school site, however short the duration. Emergency salbutamol inhalers are available to use in school for pupils with a formal diagnosis of Asthma and have provided the school with parental permission slips. These inhalers are in all departments. School will record and notify parents if their child has used the inhalers. If symptoms continue then the school will follow its asthma protocol.

EPI-PEN

At present, only staff who have received up to date training and hold a current First Aid Training Certificate, may administer an Epi-pen (see staff list). It is the parent's responsibility to ensure their child has two Epi-pens in school that are in date and come with the correct paperwork /plan provided by Oxfordshire's Community Children School Nursing Team.

RESPONSIBILITES

The Head Teacher with support of the SENDCO, is responsible for ensuring staff are fully trained to support the needs of pupils with medical conditions.

The SENDCO will be responsible for writing and monitoring Individual Healthcare Plans.

St. Leonard's C E Primary School will ensure that:

- All relevant staff are made aware of children with medical needs.

- Have a clear process for informing new staff, including supply teachers of pupils with medical conditions.

-To ensure appropriate risk assessments are completed and signed for prior to any off site visits.

COMPLAINTS

Should parents be unhappy with any aspect of their child's care at St. Leonard's C E Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be raised. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Head Teacher. In the unlikely event of this not resolving the issue, parents may make a formal complaint using the St. Leonard's C E Primary School Complaints Procedure.

Linked Policies

Allergies Policy

Child Protection Policy

Health and Safety Policy

Accessibility Policy