

**St. Margaret's, Anfield, Church of England Primary  
School**

**Jesus said, "Love one another as I have loved you"  
(John 13:34). Therefore, by faith and work, be the change  
you want to see.**

**With God, all things are possible.**



**Policy for Supporting children with Medical Conditions  
in School.**

**Miss Helen Cragg**

<b>Date</b>	<b>Action</b>	<b>Review Date</b>
December 2024	Adopted by Governing Body	December 2025
March 2025	Adopted by FGB	March 2026



# St Margaret's Anfield Church of England Primary School



## **POLICY AND GUIDANCE: Supporting Children with Medical Conditions in school**

### **Policy Statement**

**The policy will provide guidance to ensure that the school:**

- Meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance '**Supporting Pupils at School with Medical Conditions**' (DfE December 2015) and the '**Special Educational Needs and Disability code of practice: 0-25 years**' (DfE Jan 2015).
- Implements inclusive practices to support children with medical conditions.
- Aims to provide all pupils with all medical conditions the same opportunities as others at school.

SMA will ensure the implementation of the '**Supporting Children with Medical Conditions in school**' policy to meet the following values and principles to ensure that all children and staff are healthy and stay safe:

- Parents, carers and children feel secure and confident in the school's ability to support their child.
- All pupils make positive contributions and experience a wide and varied curriculum.
- Ensure all staff understand their duty of care to safeguard children in all aspects of their needs, especially in the event of an emergency.
- Ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency. SLT to be alerted, immediately, via internal phones if an emergency occurs.
- Develop the school's understanding that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff understand common medical conditions that may affect children at our school.
- Our staff receive appropriate training from specialist medical professionals as necessary.

## Policy and Guidance

SMA is an inclusive community that aims to support and welcome all children including those with medical conditions.

The Governing Body understands that it has a responsibility to plan for supporting pupils with medical conditions who currently attend and to those who may attend in the future.

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

- SMA aims to provide all children with medical conditions the same opportunities at school.
- SMA aims to include all pupils with medical conditions in all school activities.
- SMA ensures all staff (Teaching and Support) understand their duty of care to children in the event of an emergency. In an emergency, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- Parents/Carers of pupils with medical conditions feel secure in the care their children receive in school and on educational visits.
- All staff are confident in knowing what to do in an emergency and receive regular training to do so.
- There is knowledge that certain medical conditions are serious and can be potentially life-threatening.
- All staff understand the common medical conditions<sup>1</sup> that can affect all children in school. Staff receive training on the impact this can have on pupils.
- Action for staff to take in an emergency is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.
- SMA uses the child's Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- Training is refreshed for all staff as appropriate and will be referred to in the child's Individual Healthcare Plan.

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<sup>1</sup> Common medical conditions include Asthma, Epilepsy, Diabetes and Anaphylaxis

- SMA has procedures in place so that the most up to date copy of the child's Individual Healthcare Plan is sent to required emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- The school has plans in place to cover staff absence and sickness for those who administer regular medication to pupils.

### **Governing Body**

The school's Governing Body has a responsibility to carry out the following:

- Uphold the Equality Act 2010 and make any reasonable adjustments.
- Ensure that arrangements are in place to support pupils with medical conditions. In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Consider that many of the medical conditions, that require support at school, will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child.
- Make sure the 'Supporting Medical Conditions in School' policy is effectively implemented, monitored, evaluated and updated as appropriate.
- Ensure all Parents/Carers are fully aware and understand their responsibilities. (See Guidance for Parents).

### **Head teacher**

The school's Head teacher has a responsibility to carry out the following:

- Ensure the school puts the policy into practice and develop detailed procedures.
- Liaise between interested parties including child, school staff, SENDCO, teaching assistants, school nurses, parents, governors, the school health service, the Local Authority and local emergency care services and see advice when necessary.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place.
- Ensure confidentiality.
- Assess quality assured training and support the development needs of staff  
Ensure all supply teachers and new staff know the medical conditions policy.
- Delegate a staff member to check the expiry date of medicines kept at school.
- Maintain the school medical register.
- Monitor and review the policy annually and, update according to review recommendations and recent local and national guidance and legislation.
- Provide staff to cover absence.

## **All school staff**

All staff at SMA have a responsibility to carry out the following:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving whole school awareness training.
- Be aware that medical conditions can affect a child's learning and provide extra help when the child needs it.
- Understand this policy and how a pupil's medical condition may impact a child's education.
- Know which children in their care have a medical condition and be familiar with the child's care plan.
- Allow all children to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure children who carry their medication with them have it when they go on a school visit or out of the classroom e.g. inhalers, epi-pens, diabetic medications.
- Be aware of children with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact it can have on children.
- Ensure that all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Monitor children's attendance and punctuality and consider additional support and planning.



## **First Aid**

First aiders at the school have a responsibility to carry out the following:

- Protect themselves and those cared for. Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary, ensure that an ambulance or other professional medical help is called.

## **Medical Coordinator and/or Special Educational Needs Coordinators (SENDCO)**

The Medical Coordinator and SENDCO at SMA have responsibility to carry out the following:

- Help update the school's medical condition policy.
- Know which children have a medical condition and which have special educational needs because of their condition.
- Be the key members to liaise with other staff to ensure children with medical conditions continue to make expected progress.
- Ensure teachers make the necessary arrangements and make reasonable adjustments if a child needs special consideration or access arrangements in examinations.

## **Guidance for Parents**

The parents of a child at SMA have a responsibility to do the following:

- Inform the school if their child has a medical condition - updating school as necessary if there are any changes to the child's condition or required care.
- Ensure the school has a complete and up-to-date hospital Healthcare Plan for their child if needed.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in extra-curricular educational visits or residential visits, especially when these include overnight stays.
- Inform the school about any changes to their child's medication, what they take, dosage – how much and when.

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- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name and date of birth. Medication must be in its original packaging with dosage information.
- Ensure that their child's medication is within expiry dates.
- It is the parent's responsibility to ensure new and in date medication comes into school when required. This must come via the school office with relevant paperwork completed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and updated/accurate information is passed on to relevant school staff to ensure the correct support/care.
- For serious medical conditions, ensure their child has a written care plan from their doctor or specialist healthcare professional to help their child manage their condition. This is then discussed with SENDCO and/or Medical Coordinator and one-to-one staff who support the child.

### **Emergency Procedures**

All staff know what actions to take in the event of a medical emergency. These actions are displayed in prominent locations for staff. These include classrooms, the staff room, school offices and medical rooms.

### **Administration of medication**

SMA has clear guidance on the administration of medication at school and understands the importance of medication being taken as prescribed. **For Medication that is required 4 times per day, one dose can be administered during the school day.**

**For medication that is required 3 times per day, the doses should be taken at home around the school day.**

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so.
- All use of medication defined as a controlled drug, even if the child can administer the medication themselves, is done under the supervision of a named member of staff at this school. This medication must be stored in a locked cupboard.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children under the age of 16, but only with the written consent of their parent. (See Parental Agreement form)

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- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- If a child's medication changes or is discontinued, or the dose or administration method changes, Parents/Carers **must** notify the school immediately.

If a child at SMA refuses their medication, staff will not force them but will record this and will notify Parents/Carers as soon as possible.

- If a child misuses medication, their own or another child's, their Parents/Carers are informed immediately. These children are subject to the school's usual disciplinary procedures.

### **Administration/Medical forms**

Parents/Carers are asked if their child has any health conditions, allergies or other health issues on admission. A **medical form** must be filled out. Parents/Carers of new pupils starting at other times during the year are also asked to provide this information on admission forms.

### **School Medical register**

Miss H Cragg (AHT/Medical Coordinator) has overall responsibility for the update of the medical registers on the Class Books provided to class teachers. The Medical Coordinator follows up with the Parents/Carers any further details on a child's medication form or Individual Healthcare Plan required or if permission for administration of medication is unclear or incomplete. **Permission form MUST be signed by the parent/carer.**

At a Parent Meetings, we invite Parents/Carers to review and check information held by the school on a child's medical condition to check it is accurate and up to date.

### **Individual Healthcare Plans**

An individual Healthcare plan may be initiated by the Medical Coordinator/SENCO. Plans will be drawn up with the input of healthcare professionals e.g. Specialist Nurse, Parents/Carers and the child if appropriate.

As a sign of good practice, the school will use Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. The plan will identify the level of support needed. Further documentation can be attached to the Individual Healthcare Plan if required.

Parents/Carers will be reminded to update their child's Individual 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, treatments or conditions change.

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Children with an Individual Healthcare Plan will have their plan reviewed once a year unless it needs to be reviewed more frequently.

If a child has SEND, the Individual Healthcare Plan will be used as part of the graduated approach of Assess, Plan, Do, Review and/or linked to their statement or Education Health and Care Plan if they have one.

Individual Healthcare Plans are kept in a central location at school and a copy is available to the Class Teacher agreed by the Parents/Carers.

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 Individual Healthcare Plans of children in their care.

The school seeks permission from Parents/Carers to allow the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Individual Healthcare Plan.

### **Consent to administer medicines**

If a child requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on either their child's Individual Healthcare Plan or the '**Parental/Carer Agreement for Administering Medication Form.**' This gives pupils or staff permission to administer medication on a regular/daily basis, if required. The '**Parental/Carer Agreement for Administering Medication Form,**' must be signed by Parents/Carers of pupils taking short courses of medication.

All parents of children with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.

### **Off-site, Sporting Activities and Residential visits**

Parents/Carers are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child's current medical condition and their overall health. This provides essential and up-to-date information to relevant staff to help children manage their condition while they are away. This includes information about medication not normally taken during school hours.

When attending a residential visit or off-site activity (including sporting events), the lead staff member will have copies of all visit paperwork including risk assessments for children where medication is required. A copy of the Individual Healthcare Plan will accompany the child if necessary and reference should be made to any medical conditions in the planning and risk assessment prior to the visit taking place.

All parents of a child with a medical condition attending an off-site activity or overnight residential, are asked for written consent, which gives staff permission to administer medication if required and when an Individual Healthcare Plan has not been drawn up.

The residential visit form also details what medication and dosage the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff to help the pupil manage their condition while they are away.

### **Record keeping**

SMA 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/Carers are informed as soon as possible.

SMA holds training on common medical conditions. A log of the medical condition training is kept by the school and reviewed regularly.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a record of staff who have had training (For example diabetic trained staff members).

### **Safe storage of medication**

Emergency medication is readily available to children, who always require it, during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Where the child's healthcare professional advises that they are not yet able or old enough to self-manage and carry their own emergency medication, they know exactly where to access their emergency medication and which member of staff they see.

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it. The Medical Coordinator ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only named staff have access, even if the child normally administers medication themselves. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens are always readily available to children and not locked away.

Expiry dates for all medication stored at school is regularly checked by staff administering the medication.

The Medical Coordinator, along with the parents of children with medical conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name.

All medication is supplied and stored in its original containers/packages. All medication is labelled with the child's name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication will be stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area that is only accessible to staff.

### **Safe disposal**

Parents/Carers will be asked to collect out-of-date medication.

If Parents/Carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. As required, SMA pays for the supply and safe disposal of sharps through Cannon Hygiene Company. All sharps boxes in school are stored in a locked cupboard.

If a sharps box is needed on an off-site or residential visit a named member of staff will be responsible for its safe storage and return to school or the Parent/Carer.

### **Supporting Medical Conditions in School Policy**

This policy will be regularly reviewed, evaluated, and updated.

Any new government guidance will be actively sought and fed into the review.

**If Parents or Carers have any concerns, they should contact the Medical Coordinator directly who will arrange a meeting as soon as possible.**

### **Legislation and Guidance**

This policy and guidance has been compiled using recommended government documents and Acts, these include;

Supporting pupils with Medical Conditions – December, 2015  
Special Educational Needs and Disability Code of Practice: 0-25 years  
Children and Families Act 2014 – Part 5: 100  
Health and Safety: advice for schools – June 2014  
Equality Act 2010  
The management of Health and Safety at work regulations 1999  
Education Act 1996  
Health and Safety at work Act 1974  
Medicines Act 1968

For further information and guidance see;  
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>