

**Upham CE (A) Primary School**

# **Policy for Supporting Children with Medical Needs**



**Approved by Governors – Curriculum Governors May 2025**

**Review date – by 30 November 2027  
or a significant change to support needs**

**Reviewed by G. Rainger**

## **Supporting Pupils with Medical Needs and Administration of Medicine Policy**

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The purpose of this policy is to ensure that there is a plan in place to support pupils with medical conditions and that employees are aware of their responsibilities and that relevant staff understand the administration of medicine arrangements.

<b>Name of School:</b>	<b>Upham C of E Primary</b>
<b>Name of Responsible Head teacher:</b>	<b>Mr David Woolley</b>
<b>Date Policy approved and adopted:</b>	<b>22 May 2025</b>
<b>Date Due for review:</b>	<b>30 November 2027</b>

<b>Introduction</b>
<p><b>Purpose</b></p> <p>This policy is part of our overall strategy to safeguard and promote the welfare of all children. We <del>recognise that</del><del>recognise that that</del> children with medical conditions <del>need to be are</del> properly supported so that they have full access to education, including school trips and physical education.</p> <p>The aim is to ensure that all children with<del>h</del> medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.</p> <p>Section 100 of The Children and Families Act 2014 places a duty on the governing body to make arrangements for supporting children at Upham C of E Primary School with medical conditions. The Department of Education <del>has</del>have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.</p> <p>It is our policy to ensure that all medical information will be treated confidentially by the Head teacher and staff.</p> <p>All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document and our Administration of Medicines Policy.</p> <p>All staff have a duty of care to follow and co-operate with the requirements of this policy.</p> <p>Where children have a disability, the requirement of the Equality Act 2010 will apply.</p> <p>Where children have an identified special need, the SEN Code of Practice will also apply.</p> <p>We recognise that medical conditions may impact social and emotional development as well as having educational implications.</p>

## Key Roles & Responsibilities

### The Governing Body will ensure that:

- the arrangements the school puts in place for supporting pupils with medical conditions are sufficient to meet its statutory responsibilities in accordance with *Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*
- the arrangements focus on the individual needs of each child and how their medical condition affects their participation in school life
- policies, plans, procedures and systems are properly and effectively implemented, including the designation of a named person with overall responsibility for them, and are accessible to staff and parents
- such policies, plans, procedures or systems clearly identify the roles and responsibilities of all those involved in the arrangements to support pupils at school with medical conditions, how staff will be supported in carrying out their role, and how this will be reviewed
- such policies, plans, procedures or systems do not contain or permit any activities by the school that are unacceptable according to *Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*
- ~~The~~the Head teacher or SENCO ~~consult~~~~consult~~ health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- arrangements are in place for children who are competent to manage their own health needs and medicines
- the school keeps written records of all medicines administered to children
- the school's policy or procedures set out what should happen in an emergency situation
- the school's policy or procedures set out how complaints may be made about the support provided to pupils with medical conditions, and how these complaints will be handled
- an appropriate level of insurance, reflecting the level of risk, is in place covering staff supporting pupils with medical conditions

### The Headteacher will:

- put in place arrangements that provide effective support for pupils' medical conditions within the school
- ensure that these arrangements demonstrate an understanding of how medical conditions can affect a child's ability to learn, and that they are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and

do not prevent them from doing so

- ensure that the school consults with and is advised by healthcare professionals when considering how to support pupils with medical conditions, and listens to and values the views of pupils and parents so as to secure their confidence in the procedures
- assume overall responsibility for implementation of the relevant policies and procedures or appoint another senior staff member to do so
- ensure that the care of pupils with medical conditions who also have special educational needs or disabilities comply also with the school's policies for supporting such pupils
- arrange for sufficient staff to be properly trained to provide the support that pupils with medical conditions need
- put in place arrangements so that **wherever** possible someone with the requisite skills is always available to provide cover in the **absence of the** regular teacher of any pupil with a medical condition and liaise with parents if this is not achievable.
- ensure that all staff who need to know are aware of relevant children's conditions
- establish procedures to be followed when the school is notified that a pupil has a medical condition, including any transitional arrangements, the process to be followed when a pupil's needs change and staff training and support
- determine who is responsible for liaising with healthcare professionals and parents when it is thought that healthcare plans may be necessary and subsequently for developing the plans, for reviewing them at least annually and for ensuring that they comply in detail with the requirements of *Supporting Pupils at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*
- arrange for contact to be made with the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- arrange for school staff to be appropriately insured for supporting children with medical conditions and for them to be made aware that these arrangements are in place
- ensure that the procedures for supporting pupils with medical conditions are developed and effectively implemented with partners.

The head teacher will have overall responsibility for the development of Educational healthcare plans.

**Teachers and Support Staff will:**

- put the welfare and well-being of children first at all times
- be aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- take into account the needs of pupils with medical conditions that they teach

or otherwise work with

- be aware of how a child's medical condition will impact on their participation in out of school and sporting activities
- undertake suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
- understand that they must not give prescription medicines or undertake healthcare procedures without appropriate training
- make sure that they know what to do in order to respond effectively when they become aware that a pupil with a medical condition needs help.

All members of staff may be asked to provide support to pupils with medical conditions, including the [administration](#) of medicines, although they cannot be required to do so.

All staff will have access to appropriate personal protective equipment (PPE) to ensure the safe management of medical conditions and emergencies. PPE, including gloves, masks, and aprons, will be readily available and used in accordance with health and safety guidelines to protect both staff and pupils. Training will be provided to ensure correct usage, and supplies will be regularly checked and replenished.

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The School Link Nursing Team is responsible for:

- notifying the school when a child has been identified as having a medical condition that will require support in school
- supporting the school's staff in implementing a child's individual healthcare plan and [providing](#) advice and liaison [with relevant](#) matters such as training.

The School Nursing Service works in partnership with children, young people and their families to ensure that children's health needs are supported within their school and their community.

Offering a health review during a Child's first year at school. This includes basic hearing and distance vision screening tests and height and weight measurements for the [National Childhood Measurement Programme \(NCMP\)](#)

## Local Arrangements

### Identifying children with health conditions

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/ carers and following the process outlined in the document 'Process for identifying children with a health condition' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team. We will use the 'Health Questionnaire for Schools' to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

In order to ensure that children and staff's health is not put at unnecessary risk from infectious diseases, in line with safeguarding duties, Head Teachers must inform parents when they should keep children at home when they are acutely unwell. In accordance of the Schools Vision and Values, the wellbeing of the schools community is at the heart of everything that we do and Parents and Staff will receive clear communications in line with public health and medical professional guidance.

#### **Educational health care plans**

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when an Education healthcare plan would be inappropriate or disproportionate.

Where children require an individual healthcare plan it will be the responsibility of the Head teacher as SENCO to work with parents and relevant healthcare professionals to write the plan.

An Educational healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The Head teacher will work in partnership with the parents/carer, and a relevant healthcare professional eg. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in ~~an Educational~~ Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the individual healthcare plan.

We will use the individual healthcare plan template produced by the DfE to record the plan.

If a child is returning following a period of hospital education or alternative provision (including home tuition), then we will work with Hampshire County Council and the education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Statutory Requirement: The governing body should ensure that all plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and ~~minimises~~ minimise disruption.

When deciding what information should be recorded on individual healthcare plans, the Head teacher should consider the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons;

- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, eg risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

#### **Staff training**

Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any individual healthcare plans)

All new staff will be inducted on the policy when they join the school. Records of this training will be stored in the staff training records.

All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This training will be carried out as required.

The awareness training will be provided to staff by the Headteacher, however the medical training will be provided by the appropriate healthcare professional. (e.g School nurse team or diabetic nurse.)

We will retain evidence that staff have been provided the relevant awareness training on the policy by updating staff training records including the competent professional providing the training.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

#### **The child's role**

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan if one is in place. Children who self-medicate or manage procedures may require an appropriate level of supervision. Should a child refuse to take their medication the parent/carer will be informed at the earliest opportunity.

Where possible we will endeavour to ensure that children requiring medication will know where it is stored and who to ask to access it when needed.

#### **Managing medicines on School Premises**

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a child under 16 without their parent's/carer's written consent (a 'parental agreement for setting to administer medicines' form will be used to record this). A documented tracking system to record all medicines received in and out of the premises is in place. A

'record of prescribed medicines' sheet will be completed every time the medicine is administered. [\[please see Appendix for example documents\]](#)

[Where a child may attend School using the HCC School Transport Service or through private arrangements organised by the child's parent/carers - a bespoke procedure, with Hampshire County Council Policies, that is proportionate to the medicine required will be agreed with parents and external agencies \(if required\) and signed off by the Headteacher will be established. This can include the delegation of signing the documentation to another family member \(ie Grandparent\)](#)

The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

We will only accept prescribed medicines that are in date, labelled with the child's name, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.

Children who are able to use their own inhalers are encouraged to come and request it as required. Staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the medications are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner.

We will only administer non-prescribed medicines, on request from the parent if they are in clearly identifiable packaging and only on a short term basis. (Where we have concerns we will seek further guidance from the link School Nurse). A dose before and after school should be sufficient. The exception to this is during school residential trips and a consent form from parents/carers will be required.

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic [hypoglycemia](#)

Other emergency medication ie. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

<b>Storage</b>
<p>All medication other than emergency medication will be stored safely in a locked cupboard under the sink in the admin office.</p> <p>Where medicines need to be refrigerated, they will be stored in a fridge in the locked caretaker's room.</p> <p>Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.</p> <p>Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.</p> <p>Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.</p>
<b>Disposal</b>
<p>It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form.</p> <p>Sharps boxes will be in place for the disposal of needles if required. Collection and disposal of these will be arranged locally as appropriate when required.</p>
<b>Medical Accommodation</b>
<p>The office admin sink area will be used for all medical administration/treatment purposes. The location/room will be made available when required. A fridge is available, which is not used at all for food, for storage of medicines.</p>
<b>Record keeping</b>
<p>A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers.</p>
<b>Emergency Procedures</b>
<p>When a medical condition causes a child to become ill and/or requires emergency administration of medicines then an ambulance will be summoned at the earliest</p>

opportunity. A member of staff will stay on the telephone to receive advice and relay information, whilst other staff care for the child, another will contact parents/carers on a second phone line while other staff supervise other children.

Where a child has an Educational healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency ie. Informing a teacher immediately if they are concerned about the health of another child.

However, when any child or employee is required to be taken to hospital, a member of staff will stay with the m until their Next of Kin arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds). If the emergency services does not consider it necessary or are unable to provide timely response to transport the person to an appropriate medical centre or the emergency contacts cannot be contacted and / or do not have access to their own transport or able to reach the person quickly - only in these exceptional circumstances, the school can arrange to transport the injured person using school staff transport. They must be accompanied by someone to support the injured person unless this will cause a safeguarding risk for other children .

#### **Day trips/off site activities**

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

#### **Other issues**

From 1 October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allow schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler will only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as a reliever medication.

The inhaler held in school can be used if the pupil's prescribed inhaler is not available (or example, because it is broken or empty).

### Unacceptable practice

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, eg. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips eg. by requiring parents to accompany the child.

### Liability and Indemnity

Staff at the school are indemnified under the County Council self insurance arrangements.

The Hampshire County ~~Council is~~Council's is self- insured and ~~has~~have extended this self- insurance to indemnify school staff who have agreed to administer medication or undertake a medical procedure to children. To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

### Complaints and monitoring and evaluation

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Head teacher. If for whatever reason this


does not resolve the issue, they may make a formal [complaint](#) via the school's complaints procedure.

The governing body will receive annual reports from the principal on:

- the number of pupils with permanent or long-term medical conditions
- the number of pupils with individual healthcare plans
- how training needs are being assessed
- the training undertaken by staff to support them, including who provided it
- the number of children unable to participate in school trips or physical exercises because of their medical condition.

The governor with responsibility for safeguarding will monitor documentation at termly intervals, as part of their work sampling the evidence in the safeguarding audit, to ensure that all necessary procedures are being implemented.

The Head Teacher will report to the next appropriate meeting of the governing body (or relevant committee) the number of any complaints received and the number of any health incidents caused through pupils not taking medicines or their not being correctly administered, together with an outline account of the action taken.

<b>Signature of Responsible Headteacher:</b>	
<b>Date:</b>	<b>22 <del>5</del>-May 2025</b>