



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

Stockport **NHS**  
NHS Foundation Trust



**Supporting Pupils' Medical Conditions in  
Schools & Early Years Settings Policy**  
**St. Paul's CE Primary School**

Corporate Support Services

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# Policy Statement

## **This school/ early years setting is an inclusive community that aims to support and welcome pupils with medical conditions.**

- This school/early years setting (EYS) aims to provide all pupils with a medical condition the same opportunities as others at school/ early years settings.  
We will help to ensure children can:
  - be healthy
  - stay safe
  - feel part of their local community
  - be confident and able to meet their goals
- The school/early years setting ensures all staff understand their duty of care to pupils, in the event of a medical emergency.
- All staff are confident in knowing what to do in an emergency.
- This school early years setting understands that medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- The school/early years setting understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- The School Nursing (SN) /Health Visiting (HV) Service will offer school/EYS setting an annual update. If a new medical condition arises over the year, then the SN/HV will provide an update or give advice on the most appropriate service to deliver it.

## Policy Framework

The policy framework describes the essential criteria for how the school/EYS (hereafter referred to as the school), can meet the needs of children and young people with medical conditions.

- 1. This school is an inclusive community that supports and welcomes pupils with medical conditions.**
  - This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future. In doing so, the school will work in partnership alongside the child's parents/carers. No child will be denied admission or prevented from taking up a place because arrangements for their medical condition have not been made.
  - This school will listen to the views of parents and pupils.

- Pupils and parents will feel confident in the care they receive from this school and that the level of the care meets their needs.
- Staff understand the medical conditions of the pupils at this school and that they may be serious, adversely affecting a pupil's quality of life and impact on their ability to learn.
- The school understands that all children with the same medical condition will not have the same needs.
- The school recognises that the duties in the Children and Families Act and the Equality Act relate to children with a disability or medical condition and are anticipatory.
- The Headteacher is responsible for ensuring staff receive all updates and responsive advice from the health professionals specifically the Health Visitor/School Nurse Service.
- The Headteacher must appoint a member of staff as a designated person responsible for the implementation of this policy.

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


- Stake holders should include pupils, parents, School Nurse/Health Visitor, school staff, governors/trustees.

**3. The medical conditions guidance is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation (see Medical Conditions Information Pathway below).**

- a. Pupils are informed and reminded about the medical conditions policy:
  - through the school's pupil representative body
  - through the delivery of personal, social and health education (PSHE)
  - through an assembly at the start of the school academic year.
- b. Parents/carers are informed about the medical conditions' guidance and that information about a child's medical condition will be shared with the school nurse:
  - by including a clear statement on the schools' website and signposting access to the guidance
  - at the start of the school year when communication is sent out about Individual Health Plans
  - using usual communication channels e.g. newsletters etc at intervals in the year
  - when their child is enrolled as a new pupil
- c. School staff are informed and regularly reminded about the school's medical conditions Guidance:
  - through the staff handbook and staff meetings and by accessing the school's intranet
  - through scheduled medical conditions updates

- through the key principles of the policy being displayed in several prominent staff areas
- all supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
- Staff are made aware of Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the designated person

## Medical Conditions Information Pathway

<p>Schools must ask parents to identify any medical conditions and how best to support their child at the following opportunities:</p> <ul style="list-style-type: none"> <li>• Transition discussions</li> <li>• At start of school year</li> <li>• New enrolment (during the school year)</li> <li>• New diagnosis informed by parents</li> </ul> <p style="text-align: center;"></p>	School
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<p>School collates response and identifies those needing individual health plans and sends to the school nurse.</p>	School
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<p>School Nurse contacts the parents/carers either to review Individual Health Plan (IHP) or start new plan if needed.</p>	School Nurse
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<p>Parents/carers and school nurse complete the IHP. If there is no response from parents/carers, the school nurse must inform the designated person. All contacts to be documented and dated.</p>	Parents School Nurse School
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<p>School nurse discusses the IHP with school designated person. Parents/carers informed of acceptance of IHP. IHP is stored in school according to the policy.</p> <p style="text-align: center;"><b>PARENTS/CARERS MUST CONTACT SCHOOL WHEN THERE ARE</b></p>	School Nurse School
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<b>CHANGES OR AMENDMENTS NEEDED AT ANY POINT IN THE SCHOOL YEAR</b>	Parents
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### **Parents/Carers Responsibilities**

*Parents/Carers have a responsibility to:*

- tell the school if their child has a medical condition or complex health need and inform the school if there are any changes to their child's condition
- Check the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours and provide the school with an in-date medication.
- Provide the school with the medication labelled with the pupil's name, the name of the medication, the dose, the time the medication needs to be given and the expiry date for the medication.
- Complete the Medical Permission form (3a) with school to ensure the medication is given correctly during school hours.
- Inform school of any changes to their child's medication and ensure the 3a is updated correctly.
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- ensure that the school has full emergency contact details for them
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any schoolwork they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school and, if necessary, an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition
- have completed/signed all relevant documentation including the Individual Health Plan. If appropriate
- ensure that their child is as up to date as possible with immunisations to ensure that both the school and its pupils are as safe as possible. If parents do not wish to have their child vaccinated then the school need to be made aware of this and a risk assessment of activities to be undertaken needs to be completed.

**4. All children with asthma, anaphylaxis, epilepsy, cystic fibrosis, diabetes or a complex medical condition requiring significant care in school/EYS will have an individual health plan (IHP)**

- An IHP will detail exactly what care a child requires in school and when they need it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or their ability to engage in everyday activities.
- This should be completed with input from the child where possible, their parents/carers, relevant school staff and health care professionals, ideally a specialist if the child has one.

**5. All staff understand and are trained to know how to respond to an emergency for children with medical conditions.**

- All school staff, including temporary or supply staff, are aware of the medical conditions within the school and understand their duty of care to children in an emergency.
- A child's IHP explains what help they need in an emergency.
- Permission from parents/carers will be sought and recorded in the IHP for sharing the IHP
- Staff should receive updates once a year from the SN/HV for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with pupils who have specific medical conditions supported by an Individual Health Plan.
- The action required for staff to take in an emergency for the common conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens, the staff room and electronically.
- If a child needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives, this member of staff will ensure they take the child's IHP with them as they accompany the child to the hospital. This school will try to ensure that the staff member will be one the child knows. The staff member concerned should inform a member of the school's senior management and/or the school's critical incidents team, about the emergency. If the parent comes to the school to take their child to the hospital, school staff must ensure that the IHP is given to the parent.

**6. This school has clear guidance on providing care and support and administering medication in school.**

- This school will seek to ensure that children with medical conditions have appropriate access to their emergency medication.
- This school will ensure that all children understand the arrangements for a member of staff (and the reserve member of staff) to assist in supporting and/or administering their emergency medication safely.

- This school understands the importance of medication being taken as prescribed.
- All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. If staff become aware pupils are using their medication in an unusual way, they should discuss this with the child.

**Important Note: Should staff become aware that a pupil using their reliever (usually blue) inhaler more than three times a day or suddenly using their reliever inhaler more than they normally do, their asthma that may not be under control and they may be at greater risk of having an asthma attack. Should this be observed, immediate action should be taken to alert the parents/carers and staff should record any actions or discussions.**

- 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 medication to pupils under the age of 16, but only with the written consent of the pupil's parent/carer (see form 3a appendix 1 ). This is then recorded on the record of medication (form 3 b)
- All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent/carer in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- Parents/carers 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. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a child at this school refuses their medication, staff will record this and contact parents/carers immediately.
- All staff attending off-site visits are aware of any children on the visit who have medical conditions. They will 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.
- The needs of all children on trips and visits should be risk assessed by the school and the child's prescribed medication and spare inhaler, if necessary, should be taken and accessible.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school explores possible alternative arrangements with parents/carers. This is always addressed in the risk assessment for off-site activities.
- If a child misuses medication or medical equipment, either their own or another child's, their parents/carers are informed as soon as possible. However please note, if this occurs and the child is at risk, for example, if the child overdoses on theirs or another child's medication then the school would contact 999 and enable the child to be taken to hospital by an ambulance.



- If the school receives a request or instruction from a parent/carer which would appear to be contrary to the advice in the document and from the DFE, the school should seek clarification from the parent/carer and any advice they can provide from consultants/clinicians associated with the child's case and also contact the School Nurse (0161 835 6083) to discuss the matter before agreeing any further action.
- Please see appendix 5 for giving pain relief in school verbal consent form appendix 6.

## **7. The school has clear guidance on the storage of medication and equipment at school.**

- Emergency medication is readily available to children who require it at all times during the school day or at off-site activities.
- It is usually appropriate for a child to carry an adrenaline auto injector on their person in high school. In primary and EYS the auto injector needs to be in a place where staff can get to it in an emergency.
- All non-emergency medication is kept in a secure place, in a locked cupboard in a cool dry place. Where age appropriate, children with medical conditions should know where their medication is stored and how to access it.
- It is not appropriate for a child to carry insulin on their person in school. This should be stored in a locked cupboard.
- Staff need to ensure that medication is accessible only to those for whom it is prescribed.
- This school has an identified member of staff/designated person who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- The identified member of staff checks the expiry dates for all medication stored at school each term (i.e., three times a year).
- 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.
- All medication (including blue inhalers) and equipment such as spacers or blood sugar monitoring kits are sent home with pupils at the end of the school term.
- It is the parents/carer's responsibility to ensure adequate and in-date supplies of all required medication comes into school at the start of each term with the appropriate instructions.

### Safe Disposal

- Parents/carers at this school are asked to collect out-of-date medication.

- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. 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. Each box must be signed and dated as per assembly instructions, there should be one box per child and the temporary closure MUST be used when the box is not in use.
- Disposal of sharps boxes - the sharps bin should be closed securely and returned to parents/carers. Parents/carers then need to take the sharps bin to the GP/pharmacy for disposal.

## **8. The School/EYS has clear guidance about record keeping**

- Parents and Carers at this school are asked if their child has any medical conditions on the enrolment form.
- This school uses an IHP to record the support required by a child to support the management of their medical condition. The IHP is developed with the child (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 (the designated person) has responsibility for this register.
- IHPs are regularly reviewed, once a year or whenever the child's needs change.
- The child (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the child in their care.
- This school makes sure that the child's confidentiality is protected where appropriate but sharing of the information is required to keep the child safe.
- This school meets with the pupil (where appropriate), parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the child's IHP which accompanies them on the visit.
- Where the child's attendance is becoming a concern the health needs of the child must be reviewed and the IHP updated as necessary.

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

- This school is committed to providing a physical environment accessible to children with medical conditions. This school is also committed to an accessible physical environment for out-of-school activities.

- This school makes sure the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
  - All staff are aware of the potential social problems that children with medical conditions may experience and use this knowledge, alongside the school's behaviour management 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.
  - This 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.
  - This 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 medical condition when exercising and how to minimise these.
  - This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
  - This 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 pupil, 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 child's medical condition. This must be recorded and managed appropriately, using school's relevant policies school have in place.
  - This school will refer pupils with medical conditions who are finding it difficult to make progress with their learning, to the SENCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
  - Pupils at this school learn what to do in an emergency.
  - This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. 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.
10. **This school is aware of the common triggers that make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this**
- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

- School staff have been given updates on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout 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 pupil with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**11. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the pupil receives the support they need to reintegrate effectively.**

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

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

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is implemented and maintained successfully.
- This school is committed to keeping in touch with a pupil when they are unable to attend school because of their condition.

**13. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

- In evaluating the policy, this school will seek feedback from key stakeholders that include pupils, parents, SN, HV, school staff, governors/trustees, and the LA or MAT to which the school is affiliated. The views of pupils with medical conditions are central to the evaluation process.

Signed by:

Headteacher: 

Chair of Governors: Anne Rogowski

Date of ratification: Summer 2023

Date of review: Summer 2024 or when a new policy is published