

# Barwic Parade Community Primary School Supporting pupils with medical conditions Policy

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## Supporting pupils with medical conditions

### Policy

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Headteacher		Miss Sarah Dixon
Assistant Headteacher		Miss Emily Parkhill
Assistant Headteacher		Mrs Hollie Smith
November 2015	Policy created	Mrs Vaughan
January 2016	Ratified	FGB
November 2019	Reviewed and updated	Miss Kirkland
December 2019	Reviewed on behalf of FGB	Mrs D Hardy, Mrs S Fargus, Mrs H Putman & Mrs G Waring
February 2020	Ratified	FGB
October 2023	Reviewed and updated	Miss Kirkland
March 2026	Reviewed and updated	Miss Kirkland

**Signed:**

**Position:** Chair of Governors

**Date:**

**Next Review Date:** No later than Spring 2027 or sooner if required

### **Definition**

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

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

### **Requirements**

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 school is to make sure that safety measures cover the needs of all pupils at 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. The Head teacher 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 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 school as other children and cannot be refused admission or excluded from school on medical grounds alone (see Medical Needs Policy). However, teachers and other school staff in charge of pupils have a "common law" duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. This duty also extends to teachers leading activities off the school site. 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.

The prime responsibility for a child's health lies with the parents/carers who are responsible for the child's medication and must supply the school with all 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 Healthy Child Team, Health professionals and the child's GP in addition to the information provided by parents/carers in the first instance and where appropriate. 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, for example, class mates.

### **Aims**

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a 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/contribute in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations 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/carers to administer medicine where this interrupts their working day.
- Require parents/carers to accompany their child (with a medical condition) on a school trip as a condition of that child taking part.

### **Entitlement**

Barwic Parade provides full access to the curriculum for every child wherever 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. However, we also recognise that employees have rights in relation to supporting pupils with medical needs.

#### Employees:

- Choose whether or not they wish to be involved.
- Receive appropriate training.
- Work to clear guidelines.
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

### **Expectations**

It is expected that:

- Parents/carers will inform school of any medical condition which affects their child.
- Parents/carers will supply school with appropriately medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents/carers will ensure that medicines to be given in school are in date and clearly labelled.
- Parents/carers 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.
- Barwic Parade 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.
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between schools will be completed in such a way that Barwic Parade 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 / contributed to, monitored and reviewed regularly by the Inclusion Leader and will include the views and wishes of the child and parent/carer in addition to the advice of relevant medical professionals.

## **Procedure**

The Governing Body of Barwic Parade ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions,

## **Information**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, for example, epilepsy or diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information, including supply teachers. All other medical conditions will be noted from children's Arbor records and this information will be provided to class teachers annually.

## **In an emergency**

In a medical emergency, we have 3 fully qualified first aiders and all support staff have emergency first aid at work training. All staff in Early Years have received Pediatric First Aid Training. If possible, a school First Aider, will be asked to attend.

If an ambulance needs to be called, staff will:

- Dial 999
- Give their name, telephone number, location including postcode for ambulance navigation systems, location within the school - best entrance for the ambulance crew and where they will be met by a staff member, the name of the child.
- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents'/carers' names and any known medical conditions.

In the absence of a parent/carer, a member of staff will always accompany a child/young person taken to hospital, by ambulance, and stay until the parent/carer arrives. Staff cars should not be used for this purpose. Parents/carers must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Health professionals are responsible for any decisions on medical treatment when parents/carers are not available.

## **Administration and storage of medicines**

Only essential medicines and/or pain relief will be administered during the school day. Parents/carers 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.

Essential medicines (including pain relief) 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 during the visit.

The Teaching Assistant working alongside the pupils Class Teacher will administer any medicines required for the children within their current class. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct (overseen by Class Teacher) and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents/carers will be informed about the dose being missed. All doses administered will be recorded in the Medicines Policy folder (located in the School Office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the School Office. Access to these medicines is restricted to the named persons and the child/young person will know who holds the key.

Staff will record any doses of medicines given on the Record of Medicine Administered to an Individual Child form. Children self-administering asthma inhalers do not need to be recorded though must inform a member of staff that they are taking a dose.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and young people and not locked away, they must be securely stored in an easily accessible location, such as a classroom cupboard. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

### **Administration of an Epi-pen**

Any member of staff can administer an Epi-pen in an emergency. All staff have completed the AllergyWise training for schools through Anaphylaxis UK. Staff will also follow the emergency procedures described above.

### **Complaints**

Should parents/carers be unhappy with any aspect of their child's care at Barwic Parade, 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 managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of Senior Leadership, who will, where necessary, bring concerns to the attention of the Head teacher. In the unlikely event of this not resolving the issue, the parents/carers must make a formal complaint using the Barwic Parade Complaints Procedure.

### **Trained Staff**

#### **First Aiders (Level 3 - Full certificate) are:**

Mrs Natalie Weldon	Training valid till 15/05/2025
Mrs Gemma Waring	Training valid till 23/09/2025
Mrs Catherine Atkinson	Training valid till 23/03/2026

#### **Paediatric First Aiders are:**

Mrs Jules Ayed - Teacher	Training valid till 10/12/2026
Miss Lucie Birdsall - EYFS ATA	Training valid till 12/10/2026
Mr Ryan Snowdon - EYFS ATA	Training valid till 10/12/2026
Mrs Vicki Fawcett - EYFS ATA	Training valid till 10/11/2026

A range of teaching staff, support staff and lunchtime supervisory staff are trained for Emergency First Aid at Work.

The school's policy reflects the NYCC guidance, 'Supporting Children and Young People with Medical Conditions in Schools' and 'Procedures for Supporting Children and Young People with Medical Conditions'.