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Supporting Pupils with Medical Conditions

This policy describes the essential criteria for how our federation will meet the needs of children and young people with long-term conditions. It is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing bodies of maintained schools and proprietors of academies in England
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

Toftwood Infant and Junior School Federation

DfE guidance
Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff.
Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.
Details should include:
• who is responsible for ensuring that sufficient staff are suitably trained,
• a commitment that all relevant staff will be made aware of the child's condition,
• cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
• briefing for supply teachers,
• risk assessments for school visits, holidays, and other school activities outside of the normal timetable,
• monitoring of individual healthcare plans.

Toftwood Infant and Junior School Federation is an inclusive community that supports and welcomes pupils with medical conditions.

- Toftwood Infant and Junior School Federation is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place at Toftwood Infant and Junior School Federation because arrangements for their medical condition have not been made.
- The federation will listen to the views of pupils and parents/carers.
- Pupils and parents/carers will be able to feel confident in the care they receive from Toftwood Infant and Junior School Federation and that the level of that care meets their needs as a result of being involved in production of IHP/Asthma Care Plans and informed at all stages of their child's care.
- Parents/Carers will ensure they share relevant medical information required to support a child's needs. This includes information from consultants and other medical professionals.
- Staff understand the medical conditions of our pupils and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.

- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community have access to, and are supported to understand and support the medical conditions policy.
- We understand that all children with the same medical condition will not have the same needs, we will focus on the needs of each individual child.
- The federation recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, we comply with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

Toftwood Infant and Junior School Federation's medical conditions policy is drawn up taking into account the views of a wide range of local key stakeholders within both the school and health settings.
Stakeholders include pupils, parent/carers, school nurse, school staff, governors, and relevant local health specialist services.

The medical conditions policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation.
Pupils, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels, including via the federation website.

All staff understand and are trained in what to do in an emergency for children with medical conditions.

- All staff, including temporary or supply staff, are aware of the medical conditions and understand their duty of care to pupils in an emergency at a level appropriate to their role. A full list of children and their conditions is kept and shared. In all classes, the list must be kept in the inhaler bag. It is accessible for those administering first aid, those in class, the office and the SLT.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required to have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings. Generally, such plans are drawn up with the assistance of the school nurse. IHPs are easily accessible in the medical areas, staff room and offices. This is to protect and care for those children and parents are aware of this. IHPs should also be taken on off-site educational visits.
- The federation makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and the federation keeps an up to date record of all training undertaken and by whom. This record is maintained by the designated school admin staff member.
- The federation has chosen not to hold an emergency salbutamol inhaler for use by pupils at this point in time, but has clear procedures in place for children with asthma, including asthma care plans for all children who have diagnosed asthma and a system to ensure up to date inhalers are held for all of those children. Clear records are kept when an inhaler is used and this information is shared with parents.
- The secretary maintains the asthma care plan records and updates them annually with parents. Staff have access to these, which show a child's needs, triggers and treatment plan.
- Inhalers are kept in the child's classroom in a designated bag/box with all medical information enclosed. Staff ensure these are taken when the child leaves the class, eg for PE lessons. All inhalers are clearly named.
- Information on how to recognise an asthma attack and what to do is in key areas, including the medical area and office. Staff attend training with the medical profession on this and disseminate this

information to school staff as set out by the school nursing team.

All staff understand and are trained in general emergency procedures.

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. Training for common conditions eg asthma, allergies, epilepsy and diabetes will be organised as required as the school nursing team no longer routinely offer this service to all schools.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.
- If it is a medical incident where an ambulance response is not appropriate, e.g. suspected broken limb, but the child needs to attend the hospital and parents are unable to take the child, a member of staff with appropriate business insurance may be permitted to take the parent and child at the discretion of a SLT member.

The federation has clear guidance on providing care and support and administering medication at school.

- We understand the importance of medication being taken and care received as detailed in the pupil's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so, generally in the longer term.
- Medication will only be administered under certain circumstances; for long standing/on going medical conditions where the medication must be administered daily, eg diabetes; where the medication has been prescribed by a doctor and is provided in the original packaging.
- Prescription medication can only be administered with the agreement of the Executive Headteacher in line with the policy and after a parent has filled in the required FMED 1 form. Medication must be given directly to a staff member by the parent and not given to the child to pass on.
- Parents will be required to come in and administer medicine that is not covered as outlined above, eg cases such as where the parent has decided to give the child medication such as Calpol that is not dispensed by a GP for a long standing/ongoing medical condition but given for a cold/temperature/pain relief.
- We will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- The governing board has made sure that there is the appropriate level of insurance and liability cover in place.
- When administering prescription medication, for example pain relief, we will check the maximum dosage and when the previous dose was given. Parents/carers will be informed. If a child has pain relieving medication for longer term illnesses, a parent must always inform the school if the child has had a dose that day.
- We will make sure that a suitably experienced member of staff is available to accompany a pupil with a medical condition on an off-site visit. Where children have an IHP, discussion with parents may also take place if required before a visit to ensure they are happy with the arrangements in place in order to ensure the child's needs are met on the visit and the parents have the confidence to allow them to take part knowing their needs are well met.
- Parents/carers should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.
- Non-prescription medication should not be brought to school by children and parents must ensure their child does not bring any medication to school.
- If a child needs a lip balm it must be named and passed to the class teacher at the Infant School to keep to ensure it is used appropriately and only by the child it belongs to. Children at the Junior School are expected to take personal responsibility for such items.

Toftwood Infant and Junior School Federation has clear guidance on the storage of medication and equipment at school.

- We make sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, eg asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- Pupils may carry their own medication/equipment if deemed appropriate for the individual, or they should know exactly where to access it. Those pupils deemed component to carry their own medication/equipment with them will be identified and recorded through the pupil's IHP in agreement with parents/carers
- Staff will store controlled drugs securely, with only named staff having access. Staff can administer a controlled drug to a pupil once they have had appropriate training.
- We will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- We will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school year, and to provide new and in-date medication at the start of each year. Asthma medication will be monitored by the designated office staff member who will ensure parents provide in date medication.
- We dispose of needles and other sharps in line with local policies. Sharps boxes, where required, are kept securely at school and will accompany a child on off-site visits as required. They are collected and disposed of in line with local authority procedures.

The federation has clear guidance about record keeping.

- As part of the federation admissions process and data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- The federation uses an IHP if required to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHCP if relevant.
- The federation has a centralised register of IHPs, and an identified member of the office staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The 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 pupils in their care.
- We make sure that the pupil's confidentiality is protected appropriately.
- We seek appropriate permission from parents/carers before sharing any medical information with any other external third party.
- We keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

Toftwood Infant and Junior School Federation aims to ensure that the whole school environment is inclusive of pupils with medical conditions, by making reasonable adjustments. This includes the physical environment, as well as social, sporting and educational activities.

- The federation is committed to providing a physical environment accessible to pupils with medical conditions and relevant parties are consulted to develop this. We are also committed to providing an accessible physical environment for out-of-school activities, where possible.

- We make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, and educational visits.

- All staff are aware of potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities, such as PATHS lessons and assemblies, to raise awareness of medical

conditions to help promote a positive environment.

- We understand the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate reasonable adjustments to such activities in order they are accessible to all pupils. Risk assessments will be conducted as part of the planning process as required to take account of any additional controls required for individual pupil needs.

- We understand 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.

Toftwood Infant and Junior School Federation makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- The federation 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 child, and that appropriate reasonable adjustments and extra support are provided.
- We will not penalise pupils for their attendance if their absences relate to their medical condition, supported by medical reports from the consultant or medical practitioner.
- We will refer pupils with medical conditions who are finding it difficult to keep up educationally to any appropriate external agencies to support their learning and progress.
- Staff make sure that a risk assessment is carried out before any out-of-school visit, as appropriate. 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.

Toftwood Infant School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

The federation works in partnership with all relevant parties including the parent/carer, school's governing board, all school staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

Feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors is considered when reviewing the policy.

Should parents and pupils be dissatisfied with the support provided they should discuss these concerns to the Executive Headteacher.

As a federation we welcome all children, regardless of needs or ability and are committed to ensuring that all of our children have their needs met and are part of a happy, supportive and successful school community.

Equality Impact Statement

The Governors have reviewed this policy giving due regard to their responsibilities with respect to the equalities agenda, in line with legislation. They believe that the policy reflects a positive attitude and approach to all members of the school community.

Review: This policy will be reviewed annually. Last reviewed for 1st September 2025