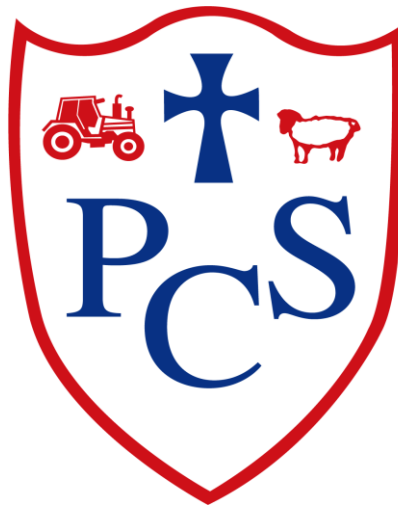


Preston Candover CE Primary School



Supporting Pupils with Medical Conditions Policy

Reviewed by: Headteacher

Approved by: FGB

Last review date: September 2025

Next review date: September 2026

Inspire learning for life

*Encourage each other and build each other up - 1 Thessalonians
5:11*

Love



Hope



Justice



Regard to documentation

At Preston Candover CE Primary School, we have due regard to the following documents:

- Department for Education's statutory guidance, 'Supporting pupils at school with medical conditions', December 2015 (this statutory guidance also refers to other specific laws,)
- Children and Families Act 2014 (Section 100)
- Health and Safety at work act 1974
- Equality Act 2010
- Special Educational Needs and Disability Code of Practice
- Other school policies such as Child Protection policy procedure and safeguarding guidance, Equal Opportunities, Behaviour, Administering Medicines and Special Educational Needs and Disability.

Definition

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

(a) Short-term, affecting their participation in school activities when they are on a course of medication.

(b) Long-term, potentially limiting their access to education and requiring extra care and support

School Ethos

Preston Candover CE Primary School is a fully inclusive school and aims to support any child with medical conditions, in terms of both physical or mental health, so that they can play a full and active role in school life, remain healthy and achieve their academic potential. They should also be able to access and enjoy the same curriculum and opportunities as any other child.

We recognise that pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them to manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. Many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Preston Candover CE Primary School recognises that each child's needs are individual.

We also recognise that needs may change over time, and that this may result in extended absence from school. The school will make every effort to minimise the impact on a child's educational attainment and support his or her emotional and general well-being, including any necessary re-integration programmes. The school will fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

The school recognises that some children who require support with their medical conditions may also have special educational needs and may have a statement or Educational Healthcare Plan (EHCP). We will work together with other schools, health professionals, other support services and the Local Authority. Sometimes it may be necessary for the school to work flexibly.

The admission to school is on the authority of Hampshire County Council. No child with a medical condition will be denied admission on the grounds that arrangements for his or her medical condition have not been made. In line with the school's safeguarding duties, 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. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is 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 School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. 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 peers).

Our Responsibility

The School will ensure that pupils with medical conditions are supported. It will ensure the policy is monitored, reviewed regularly and is readily accessible to parents and school staff. The Governing Body will ensure that staff receive suitable training and that they are competent before they take on the responsibility to support children with medical conditions.

The Headteacher will have overall responsibility for policy implementation and will

- Ensure that staff support pupils with medical conditions, so that they have full access to education
- 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
- Ensure cover arrangements are put in place for staff absences, so that someone is always available and supply staff are briefed
- Ensure risk assessments are put in place for educational visits and other activities outside the normal timetable
- Comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- Ensure that Individual Healthcare Plans are developed in association with the Inclusion Manager, the child's parents and Healthcare professionals where necessary, and monitored
- Respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- Monitor and review appropriate records
- Ensure written records are kept of all medicines administered to children

Entitlement

Preston Candover CE Primary School 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 of the school, have rights in relation to supporting pupils with medical needs, as follows:

Employees:

- 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

Procedure and expectations of parents, medical professionals and school

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the original container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents 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
- Preston Candover CE Primary School 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 (for example, an inhaler)
- 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
- Arrangements are implemented following transition from another school, reintegration into the school or when the needs of the child change. Every effort will be made to ensure that the arrangements are put in place within a reasonable time frame.
- Transitional arrangements between schools will be completed in such a way that Preston Candover CE Primary School 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 as necessary, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

Information Sharing

Children with serious medical conditions will have their photo and a brief description of the condition, along with any other necessary information, in the staffroom. Copies also to be kept in the classroom medical boxes and admin office.

Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, school office/medical room and all adults dealing with the child will have their attention drawn to this information.

All other medical conditions will be noted from children's Arbor records and this information will be provided to class teachers annually.

Emergency Procedures

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders will provide first aid. If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

If a child is taken to hospital, staff should accompany the child taken to hospital by ambulance and stay with the child until the parent arrives. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Educational visits and sporting activities

The school will consider how a child's medical condition will impact on their participation. We will encourage all children to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a medical clinician states that this is not possible.

The school will consider what reasonable adjustments may need to be made after carrying out a risk assessment so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Administration of medicines

Only essential medicines and those that cannot be taken outside of school hours will be administered during the school day. The following procedures will apply:

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription medicines without their parent's written consent
- No child will be given a medicine containing aspirin unless it has been prescribed by a doctor. Parents will be required to give their written consent.
- Unprescribed medication outside of calpol will not be administered
- Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office).
- Medicines to be given during the school day must be in their original container, in-date, clearly labelled and include instructions for administration, dosage and storage.
- Medication must be brought to the school office and not stored in pupils bags

- When handing in the medicine, parents must sign an administration form which acts as permission to administer.
- Medicines will be stored safely and those requiring refrigeration will be stored in the fridge in the office.
- Inhalers will be kept in the medical box within the child's classroom so the child has access to their inhaler at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take one on educational visits, however short in duration
- Adrenaline Auto-Injectors will be kept securely in classrooms, within the class first aid box, with a copy of the Care Plan attached. A parent may provide extra adrenaline autoinjectors, as per the care plan.
- Essential medicines 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.

Adrenaline Auto Injectors (AAIs)

Adrenaline auto injectors (AAI), such as epi-pens and Jext pens, can be administered by any staff in an emergency. Most staff at school hold a certificate in paediatric first aid, which included training on the use of adrenaline auto injectors.

The instructions that accompany the pen and the care plan must be adhered to. It is generally recommended that there are 2 auto injectors available, in case the first doesn't work.

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn.

Anti-histamine (Cetirizine or Piriton) may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers *but only if this is indicated on the pupil's Individual Healthcare Plan*. If there is any doubt at all, the adrenaline auto injector pen should be given immediately.

An ambulance must be called immediately. Parents should be contacted after this call has been made.

Adrenaline auto injectors in school are stored carefully in the first aid boxes. Care must be taken to ensure they are not left in direct sunlight or by a source of heat as much as possible. The AAIs must be regularly monitored, checking the liquid inside is not cloudy and they should be replaced regularly, in accordance to their expiry dates.

Individual Healthcare Plans

The school's Inclusion Leader and Headteacher will be responsible for developing IHPs. Their purpose is to ensure that they provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there

is a high risk that emergency intervention will be needed, and they 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 Individual Healthcare Plan is a confidential document. The level of detail within will depend on the complexity of the child's condition and the degree of support needed. Where a child has a special educational need, but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHP.

IHPs and their review may be initiated in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care for the child. Plans will be drawn up in partnership between the school, parents and a relevant healthcare professional. Wherever possible, the child will also be involved in the process. The aim is to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Responsibility for ensuring the plan is finalised rests with the school.

The IHPs are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. The plans are devised with the child's best interests in mind, ensuring that an assessment of risk to the child's education, health and social well-being is managed minimising disruption. Reviews will be linked to any EHC Plan the child may have.

When deciding on the information to be recorded on individual healthcare plans, the following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication 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;
- Specific support for the pupil's educational, social and emotional needs
- The level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- Who will provide the 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 support required
- Arrangements for written permission from parents and the Headteacher 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 children can participate
- Where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition
- 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 the development of their IHP.

Liability and Indemnity

The Governing Body of Preston Candover CE Primary School ensures that appropriate insurance is in place and that it reflects the level of risk presented by children with medical conditions. The insurance covers staff providing support to pupils with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated training requirements.

Complaints

Parents who are dissatisfied with any aspect of their child's care at Preston Candover CE Primary School, should discuss their concerns directly with the school. This will be with the child's class teacher in the first instance and then the Headteacher if still unresolved. In the unlikely event that this does not resolve the issue, the parents must make a formal complaint using the Preston Candover Primary School Complaints Procedure.

Training

The vast majority of our school staff are trained in the full Paediatric First Aid, including Anaphylaxis training. This certificate lasts for 3 years and was last completed in November 2025.

A list of all staff with first aid training is kept in the school office, medical area and staff room. Certificates are held in the school office.

Named people for administering medicines:

Teachers, LSAs & Admin Staff

Headteacher

Simrit Otway

Inclusion Lead

Dominique Meier

September 2025

Related Policies – Model Safeguarding Policy, Procedure & Guidance
Child Protection Policy