Supporting Pupils At School With Medical Conditions

St Mark's CofE Primary School

Introduction

St Mark's CofE Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school.

This policy should be read in conjunction with the "First Aid and Medicines" Policy

- 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.
- Pupils with medical conditions are encouraged to take control of their condition. Our aim is for pupils to feel confident in the support they receive from the school to help them do this.
- We hope that parents/guardians of pupils with medical conditions feel secure in the care their children receive at this school.
- Pupils, parents and staff are regularly reminded about the medical conditions policy via the school's website, where it is available all year round.
- The medical conditions policy is understood and supported by the whole school and local health community.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

Staff understand and feel confident in knowing what to do in an emergency for the most common serious medical conditions at school (eg. epilepsy, asthma, diabetes, anayphylaxis).

- All staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- If a pupil needs to be taken to hospital a member of staff will, if necessary, accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows. Generally, staff should not take pupils to hospital in their own car.
- Staff are aware of the common medical conditions that affect children at this school. Key staff receive training on the impact this can have on pupils. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff on Arbor.
- This school informs the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

The school has clear guidance on the administration of medication at school

- All pupils at this school with medical conditions have easy access to their emergency medication.
- Pupils understand the arrangements for a member of staff (and reserve member of staff) to assist in helping them take their medication safely.

Administration – general

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- This school understands the importance of medication being taken as prescribed.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Parents 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.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They 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.
- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

This school has clear guidance on the storage of medication at school

Safe storage – emergency medication

- Emergency mediation is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Safe storage – non- emergency medication

- All non-emergency medication is kept in a secure, cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe Storage – general

- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.

- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- All medication is supplied and stored, wherever possible, in its original containers.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored and is clearly labelled. Refrigerators used for the storage of medication are in a secure area.
- Medication may be stored in the summer holidays in a locked location.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe Disposal

- Parents at this school are asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff (Naomi Older) is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents 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.
- Collection and disposal of sharps boxes from school is arranged with the local authority's environmental services.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

This school has clear guidance about record keeping

Enrolment Forms

- Parents at this school are asked if their child has any health conditions or health issues on the enrolment form. This is done on entry to the school. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. Parents are reminded regularly to ensure they update the school of any medical changes for their children.

Healthcare Plans

Drawing up Healthcare Plans

- This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is given to the pupil's parents to complete.
- The parents, (healthcare professional) and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school. Typically, the healthcare professionals will complete the health care plan.

School Healthcare Plan register

- Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff (Naomi Older) has responsibility for the register at this school.
- The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.
- Parents at this school are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff at this school use opportunities such as annual questionnaire and annual data collection sheets to check that information held by the school on a pupil's condition is accurate and up to date.
- Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed once a year.

Storage and Access to Healthcare Plans

- Parents at this school are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at school.
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- This school ensures that all staff protect pupil confidentiality.

Use of Healthcare Plans

- Healthcare Plans are used by this school to:
  - Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
  - Remind pupils with medical conditions to take their medication when they need to, and if appropriate, remind them to keep their emergency medication with them at all times.
  - Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
  - Ensure that all medication stored at school is within the expiry date
  - Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
  - Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to Administer Medicines

- If a pupil requires prescribed medication at school, parents are asked to provide consent giving the pupil or staff permission to administer medication on a regular/daily basis, if required.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent for staff to administer medication.
- If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan.

Residential Visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- The residential form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other Record Keeping

- This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- The school has staff who are trained on common medical conditions, with dates recorded and reviewed. All staff attending receive a certificate confirming the type of training they have had.

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions.

This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

- This school is committed to providing a physical environment that is accessible to pupils with medical conditions.
- Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social Interactions

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Exercise and Physical Activity

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Education and Learning

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustment and extra support are provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Residential Visits

- Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency

The school is actively working towards reducing or eliminating these health and safety risks.

- This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- Information about how to avoid common triggers for medical conditions has been provided to school staff.
- This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

Adults in this school know their responsibilities in ensuring this policy is effective

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

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly:

Governors

This school's governing body has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions

Headteacher

This school's headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services.
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained.
- Ensure that information held by the school is accurate and up to date and that there is good information sharing systems in place using pupils' Healthcare Plans.

- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know of the medical conditions policy
- Delegate a staff member (Naomi Older) to check the expiry date of medicines kept at school and maintain the school medical conditions register.
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders.
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Report back to all key stakeholders about implementation of the medical conditions policy.

All School Staff

All staff at this school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand the school's medical conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed

Teaching Staff

Teachers at this school have a responsibility to:

- Offer support to pupils who have been unwell to catch up on missed school work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

School nurse or school healthcare professional

(At the present time there are no school nurses allocated to schools in Basingstoke. The school is responsible to ensure these responsibilities are covered.)

The school nurse at this school has a responsibility to:

- Help update the school's medical conditions policy
- Help provide regular training for school staff in managing the most common medical conditions at school
- Provide information about where the school can access other specialist training

First Aider

First Aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- When necessary ensure that an ambulance or other professional medical help is called

Special Educational Needs Coordinators

Special Educational Needs Coordinators at this school have the responsibility to:

- Help update the school's medical condition policy
- Know which pupils have a medical condition and which have special educational needs because of their condition
- Offer support to pupils who have been unwell to catch up on missed schoolwork
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- Aid the completion of the pupil's Healthcare Plans provided by parents
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- Understand and provide input in to the school's medical conditions policy

Pupils

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another pupil is feeling unwell
- Let any pupil take their medication when they need it, and ensure a member of staff is called
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- If mature and old enough, know how to take their own medication and to take it when they need it
- Ensure a member of staff is called in an emergency situation

Parents

The parents of a child at this school have a responsibility to:

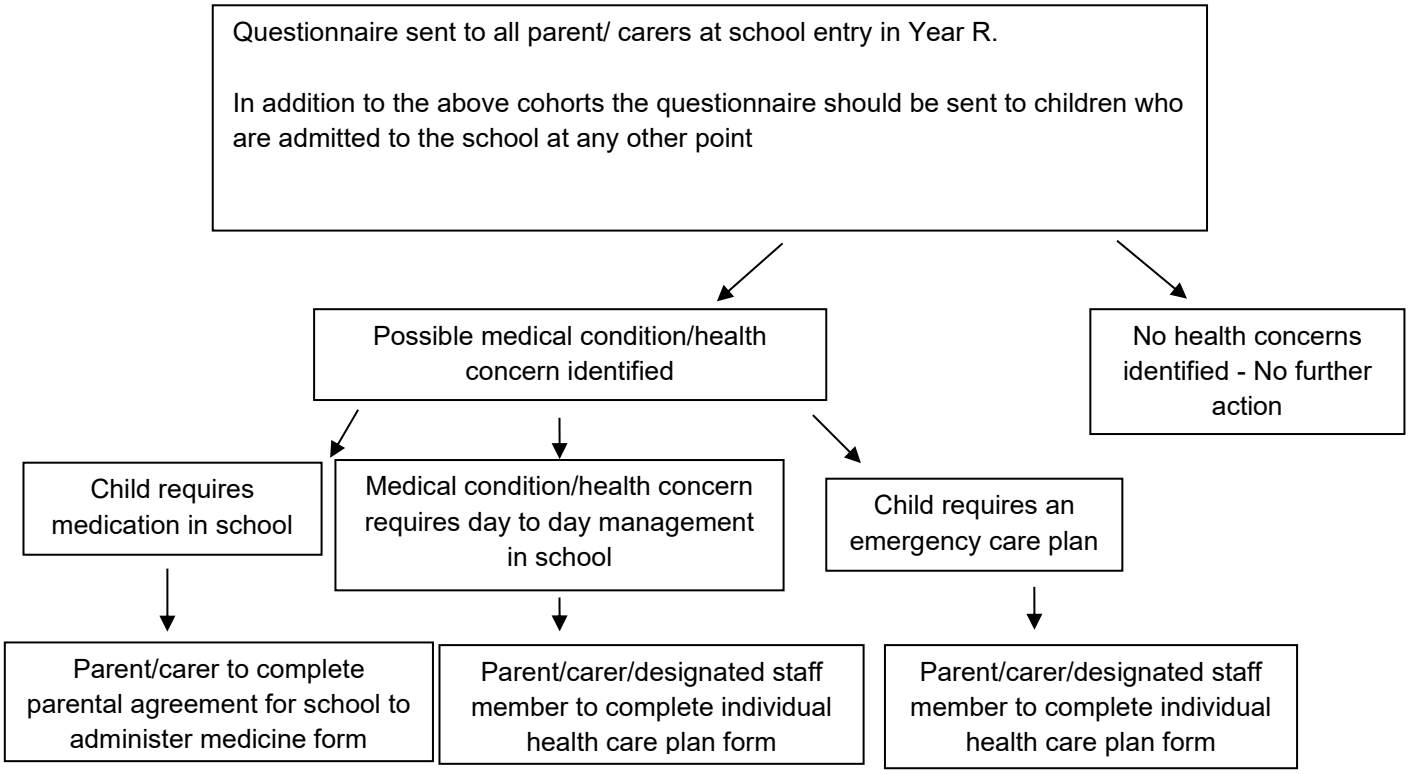
- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare Plan for their child
- Inform the school about the medication their child requires during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the school with appropriate medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition

Reviewed June 2026

Next Review July 2027

Identifying children or young people with a medical condition that may require support in school

Not all children with a health condition will require a health care plan in school however the form will help schools to ascertain which children require support. In addition to this schools may be informed at any other point by a parent or health professional if a child is newly diagnosed with a health condition.



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

Appendices – templates and forms

The full templates or forms are found on Office Share / Masters / Medical

Template A: individual healthcare plan

NB – the school nurse will normally provide and update these care plans.

Health Conditions in Schools Alliance
www.medicalconditionsatschool.org.uk

Individual Healthcare Plan

1 CHILD/ YOUNG PERSON'S INFORMATION

1.1 CHILD/ YOUNG PERSON DETAILS

Child's name:	
Date of birth:	
Year group:	
Nursery/School/College:	
Address:	
Town:	
Postcode:	
Medical condition(s): Give a brief description of the medical condition(s) including description of signs, symptoms, triggers, behaviours.	
Allergies:	
Date:	
Document to be updated:	

Template B: Recording Medicines Given to a child in school

Record of Prescribed Medicines Given to a Child in School

Name of School/Setting	**St Mark's Primary School**
Name of Child	
Group/Class/Form of Child	
Date of Birth of Child	

No.	Date	Time	Medicine Given	Dose	Signature

Template C: Parental Consent Form

Administration of Medicines & Treatment Consent Form	
Name of School	St Mark's Primary School
Name of Child	
Address of Child	
Parents' Home Telephone No.	
Parents' Mobile Telephone No.	
Name of GP	
GP's Telephone No.	

Please tick the appropriate box

My child will be responsible for the self-administration of medicines as directed below	
I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary	
I recognise that school staff are not medically trained	

Signature of parent or carer	
Date of signature	

Template D: Health Questionnaire for Parents

Hampshire County Council

Southern Health NHS
NHS Foundation Trust

Please complete this questionnaire and return it to school.

It's important we support all children with medical conditions to access their education. Some children with medical conditions may need support or medication during school. Could you complete this questionnaire and return it to school as soon as possible so we can arrange any support needed.

Name of child: _____ Date of birth: ____/____/_____

Home address: _____

Does your child have a medical condition/health concern?

No ☐ **Yes** ☐ **If yes, give details:**

Does this medical condition/health concern need to be managed during the school day?

No ☐ **Yes** ☐ **If yes, give details:**