



Wellstead Primary School

Sowing the Seeds of Success

Supporting Pupils with Medical Needs Policy 2025 Wellstead Primary School

Introduction

The aim of this policy is to ensure that all children with medical conditions are effectively supported so that they can participate fully in school life, remain healthy and achieve their academic potential.

Section 100 of The Children and Families Act 2014 places a duty on the Governing Body of Wellstead Primary School to make arrangements for supporting children at their premises with medical conditions. The Department of Education has produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to all aspects of their education including school trips and physical education.

It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Conditions document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact the social and emotional development of the child as well as having educational implications.

Links to other policies

This policy should be followed in conjunction with the following documents:

- DfE Statutory Guidance 'Supporting pupils at school with medical conditions' December 2015.
- Hampshire County Council 'Supporting pupils with medical conditions – General guidance' December 2015
- 'Process for identifying children with a health condition' Southern Health School Nursing Team
- Wellstead Primary School Inclusion, including Special Educational Needs and Disability Policy and Information report
- Wellstead Primary School Complaints Policy

Key Roles and Responsibilities

The Governing Body, with advice from the Headteacher, will ensure:

- The development, implementation and review of a policy for supporting pupils with medical conditions in school
- Appropriate arrangements are in place to support children with medical conditions
- Sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions.
- Pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life-
- Ensuring that this policy is readily accessible to parents and school staff.

The Headteacher will ensure:

- The school's policy is developed and effectively implemented
- All staff are aware of the policy for supporting pupils with medical needs and understand their role in its implementation
- All staff who need to know are aware of the child's medical condition
- Sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans including in contingency and emergency situations
- Individual healthcare plans are developed, shared and implemented
- School staff are appropriately insured and are aware that they are insured to support pupils in this way
- The school nursing service is contacted in the case of any child who has a medical condition that may require support in school but who has not yet been brought to the attention of the school nurse.

Teachers and Support Staff will:

Teachers and Support Staff may be asked provide support to pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. They will:

- undergo sufficient training and achieve the necessary level of competency before taking on responsibility to support children with medical conditions
- be aware of what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The School Link Nurse will:

- Notify the school when a child has been identified as having a medical condition which will require support in school even before that child starts school.
- Support school staff in implementing a child's individual healthcare plan and provide advice and liaison eg on training

Parents will:

- Provide the school with all up-to-date information about their child's medical needs
- Carry out any actions that they have agreed to as part of their child's individual healthcare plan e.g. providing medication, equipment
- Ensuring that they or another nominated adult are contactable at all times

Local Arrangements**Identifying Children with Health Conditions**

We will aim to identify children with medical needs on entry to the school by working in partnership with parents/carers to complete an Individual Healthcare Plan.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

When a child with a medical condition joins our school, arrangements will be in place for the child joining at the start of the relevant school term. In other cases, such as a new diagnosis or a child joining our school mid-term, every effort will be made to ensure that arrangements are in place within two weeks.

Individual Healthcare Plans

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed and 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 school, healthcare professional and parent will agree based on evidence when a healthcare plan would be inappropriate or disproportionate.

Where children require an individual healthcare plan it will be the responsibility the Headteacher and trained school staff to work with parents and relevant healthcare professionals to write the plan. A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. They will work in partnership with the parents/carer, and a relevant healthcare professional eg. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan.

Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.

We may also refer to the flowchart contained within the document 'Process for identifying children with a health condition' for identifying and agreeing the support a child needs and then developing the Individual Healthcare Plan. (Appx 1)

We will use the individual healthcare plan template produced by the DfE to record the plan (Template A)

If a child is returning following a period of hospital education or alternative provision (including home tuition), we will work with Hampshire County Council and the education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Healthcare plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Parents/carers and relevant healthcare professionals will be invited to the review meeting for children's healthcare plans as appropriate. New and reviewed plans will be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.

Individual Healthcare Plans will include the following information about the individual child:

- The effective date
- The medical condition, its triggers, signs, symptoms and treatments
- The child's resulting needs, including medication (dose, side-effects and storage) 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 child's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, counseling sessions
- Level of support needed, including in emergencies. If a child is self-managing their medication, this will be clearly stated on their Individual Healthcare plan with appropriate arrangements for monitoring
- Who will provide their support, training needs for staff, expectations of the role of individuals working with individual children and details of cover arrangements for when individual staff members are unavailable
- Details on whom in the school needs to be aware of child's condition
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self-administered by the child during the school day
- Arrangements or procedures required for school trips or other school activities outside of the school timetable that will ensure the child can participate e.g. risk assessments
- Details of confidentiality issues
- What to do in an emergency, including whom to contact, and contingency arrangements.

Staff Training

Any member of school staff providing support to a child with medical needs will receive suitable training. The advice from relevant healthcare professionals will be sought when identifying the type and level of training required. The Headteacher is responsible for ensuring that this training remains up-to-date. Records of this training will be stored in the School Office.

Individual Healthcare plans are stored in a folder in the staff room and summaries are up in each classroom.

Staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any individual healthcare plans).

When staff are required to work in a class in which there are children with specific medical needs, they attend training relevant to the needs of those children. Most staff undertake a First Aid qualification and thirteen staff hold the Paediatric First Aid qualification. All new staff will be inducted on the policy when they join the school through the school's induction programme.

All nominated staff will be provided awareness training on the school's policy for supporting children with medical conditions which will include what their role is in implementing the policy. This training will be carried in line with the timescales identified on the relevant certificates. We will retain evidence that staff have been provided the relevant awareness training on the policy by keeping a copy of any relevant certificates.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A 'staff training record – administration of medicines' form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training.

The Child's Role

Where possible and in discussion with parents, children that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be recorded in their individual healthcare plan. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).

Medicines other than epipens and inhalers will be held in the first aid room unless identified through a risk assessment via the healthcare plan. We will agree this with relevant healthcare professionals/parents the appropriate level of supervision required and document this in their healthcare plan.

Where possible, we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parents the appropriate level of supervision required and document this in their healthcare plan. Where their medical needs require help with intimate

care this should be carried out in a sensitive way as per the procedure laid out in the section Intimate Care procedures.

Managing Medicines on School Premises

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible, we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring children are supported with their medical conditions whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a child under 16 without their parent's/carer's written consent (a 'parental agreement for setting to administer medicines' form will be used to record this).

- The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered.
- On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.
- We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container.
- Children are not encouraged to carry their own inhalers themselves unless identified through a risk assessment via the healthcare plan. Inhalers are stored in a safe but readily accessible place, and clearly marked with the child's name.
- Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual child is competent to do so and following a risk assessment, we may allow them to have prescribed controlled drugs available with monitoring arrangements in place.
- We will only administer non-prescribed medicines on written request from the parent if they are in clearly identifiable packaging and only on a short-term basis (Where concerns further guidance will be sought from the link School Nurse).
- We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.
- All other pain relief medicine will not be administered without first checking maximum dosages and when previously taken. We will always inform parents.
- Any homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the head teacher.
- Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency.
- Types of emergency medicines include:
 - Injections of adrenaline for acute allergic reactions
 - Inhalers for asthmatics
 - Injections of Glucagon for diabetic hypoglycaemia

- o Other emergency medication ie. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures (see storage section).

A documented tracking system to record all medicines received in and out of the premises will be put in place. Wellstead Primary School has adopted the 'Children's Services Medication Tracking Form'.

Storage

All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premises.

Where medicines need to be refrigerated, they will be stored in a dedicated refrigerator in the office in a clearly labeled airtight container. Access to this refrigerator holding medicines is strictly restricted. All medicines will be clearly labelled in the original dispensed packaging.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. We will also ensure that they are readily available when outside of the school premises or on school trips.

In accordance with training delivered by professional healthcare organisations, inhalers and auto-injectors for acute allergic reactions will be stored in bright orange medi-bags, one for each classroom, either by or on the back of the classroom door. Each child's medication will be in a clearly marked bag inside the orange bag, with the 'record of prescribed medicines' for asthma for recording any medication taken. All medicines taken are also recorded on Medical Tracker. The orange bags may be taken outside for PE, according to teacher discretion, and the medications must be taken on trips and signed out and signed back in again using the standard form in the school office. Any medication administered from the bags must be recorded on the child's 'record of prescribed medicines' form in the bag, also recorded on Medical Tracker and parents informed immediately by email or at the end of the day, as appropriate.

The school will hold two emergency inhalers- these are stored in the main office cupboard, clearly labelled.

The school will hold two emergency epi-pens – these are stored in the main office cupboard, clearly labelled.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day-to-day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required, including those where the date has expired, to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parents/carers and will be documented on the tracking medication green form.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged locally through the appropriate contractor who will remove them from site.

Record Keeping

A record of what has been administered including how much, when and by whom, will be recorded on our online system Medical Tracker and a notification email will be sent to parent/carer. Any possible side effects of the medication will also be noted and reported to the parent/carers.

Emergency Procedures

Where a child has an Individual Healthcare Plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds).

Wellstead Primary School has a defibrillator on the outside wall close to the main entrance. Staff members appointed as first aiders are trained in the use of CPR.

Off Site Activities

At Wellstead Primary School, we will ensure that all staff are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical conditions to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Parents must provide any medication, necessary dietary requirements or other equipment / clothing for their child

Intimate care procedure

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff

member's duty of care. In the case of a specific procedure to meet complex health needs only a person suitably trained and assessed as competent will undertake the procedure.

Children who require intimate care will have a 'care plan' in place detailing the specific needs of the child and the actions agreed by the school and parents.

Unacceptable Practice

Staff are expected to use their discretion and judge each child's Individual Healthcare Plan on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the School Office or medical room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child

Liability and Indemnity

Staff at the school are indemnified under the County Council self-insurance arrangements.

The County Council is self-insured and have extended this self-insurance to indemnify school staff who have agreed to administer medication or undertake a medical procedure to children.

To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and that they have received training on the administration of the medication or medical procedure.

Complaints

Should parents or children be dissatisfied with the support provided, they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Revision Record

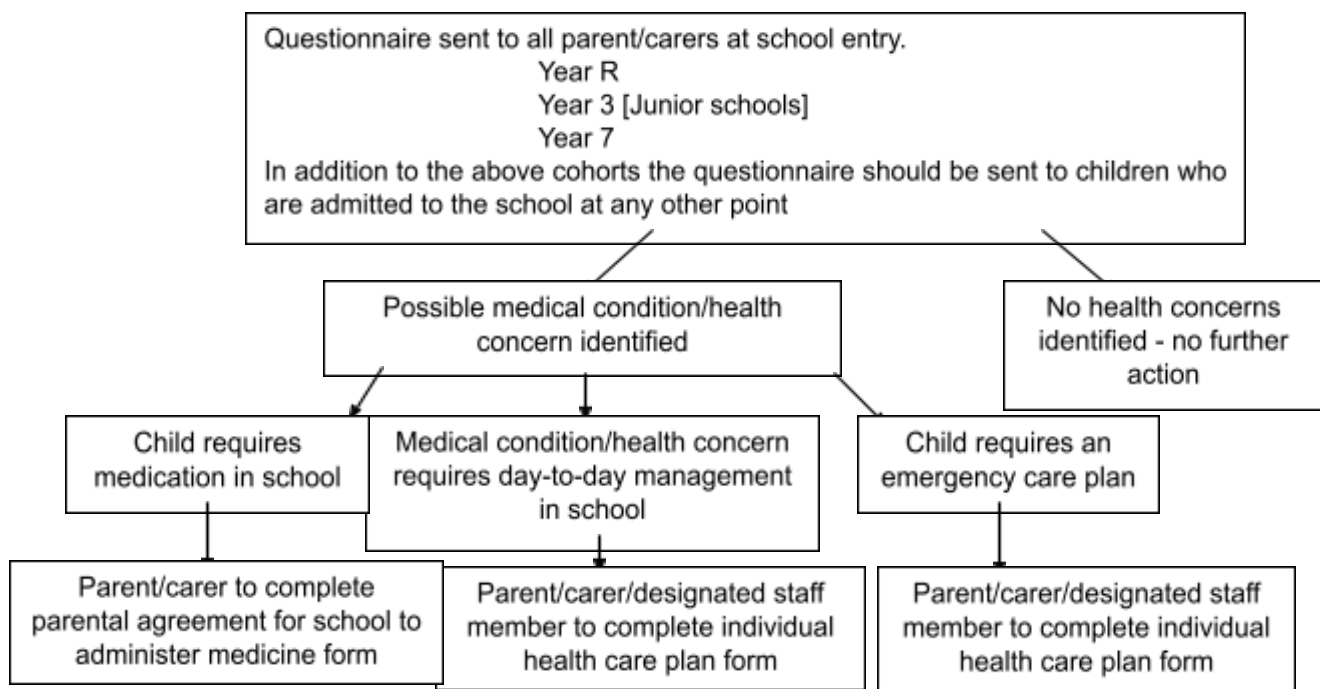
Revision No.	Date Issued	Prepared By	Approved	Comments
1	April 2008	RW	FGB	Policy presented
2	January 2015	BR	FGB	Updated to reflect new DfE guidance
3	January 2016	BR	FGB	Minor adjustments
4	January 2017	EB	FGB	Minor adjustments
5	January 2019	EB	FGB	No changes
6	February 2021	IHT	FGB	Minor changes to reflect new practices / medical tracker
7	March 2023	HT	Learning	Updated with new practice
8	January 2025	HT	Resources	No changes

Document Information

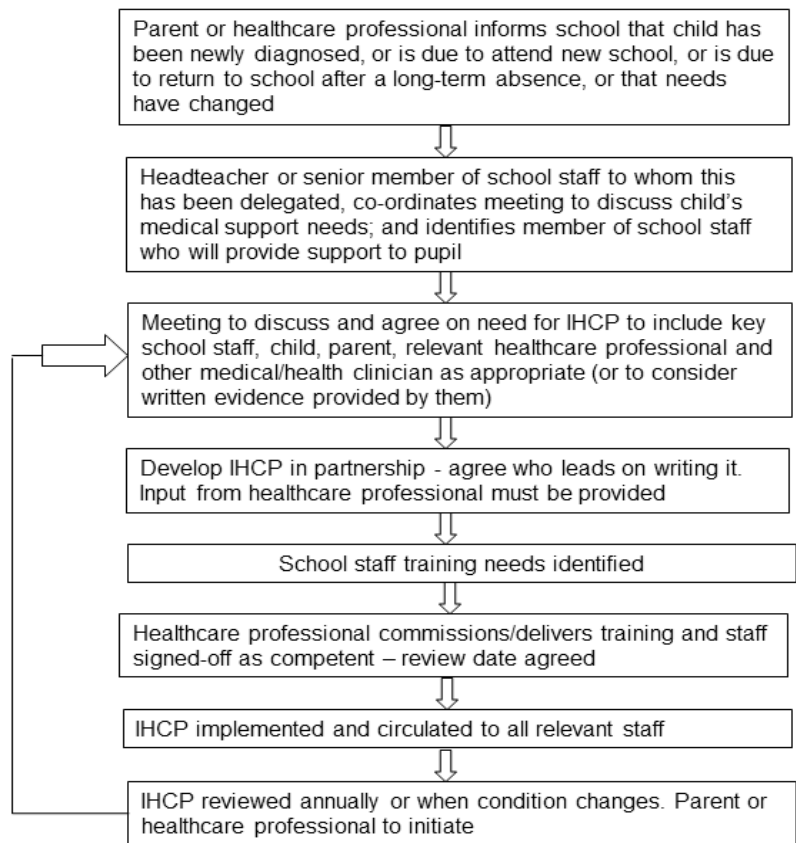
Approved on:	January 2025	Responsibility:	Resources
Last Review:	March 2023	Next Review:	January 2027
Reviewed by:	Resources Committee	Review Cycle:	Bi-annual

Appendix 1: Suggested process for 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.



Please see sample flowchart below from the Supporting pupils with medical conditions guidance



Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Template C: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent /	/
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date /	/
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date /	/	/	/
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date /	/	/	/
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			