



The Collaboration of East Harptree and Ubley Church of England VC Primary Schools
Administering Medicines and Supporting Pupils with Medical Conditions Policy
Celebrating 'life in all its fullness' John 10:10

Introduction:

This policy should be taken and used as part of the Collaboration of East Harptree & Ubley Church of England Schools' overall strategy and implemented within the context of our Christian values and Vision Statements:

'East Harptree Church of England School aims to encourage each child to dream, believe, achieve together.'

'Ubley Church of England School aims to equip each child to be caring, capable and confident in an ever-changing world.'

Rationale

At East Harptree and Ubley Church of England Primary Schools, we believe that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education wherever possible.

This policy sets out the arrangements that are in place within our schools to support those pupils with medical conditions and follows the Code of Practice of Bath and North East Somerset Children's Services. Senior leaders will ensure that they consult with health and social care professionals, pupils and parents, to ensure that the needs of each child are met.

Some children with medical conditions may be disabled. The Governing Body will ensure that the school complies with their duty under the Equality Act 2010. Some may also have Special Educational Needs (SEN) and may have a statement or an Educational Health Care Plan (EHCP) which brings together health and social care needs, as well as their SEN provision. For these children, this policy should be read alongside the school's SEND policy, Inclusion Policy and Equalities Policy.

The Role of the Governing Body

The Governing Body will ensure that arrangements are in place to support pupils with medical conditions. In doing so, they will strive to ensure that these pupils can access and enjoy the same opportunities at school as other children.

The Governing Body will take into account that many of the medical conditions that require support at school will affect quality of life and may be life threatening. Some will be more obvious than others. The Governing Body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The Governing Body will ensure that their arrangements give pupils and parents confidence in the school's ability to provide effective support for medical conditions. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need.

The Role of the Headteacher

The Headteacher will ensure that all staff are aware of the policy for supporting children with medical conditions. The Headteacher will also ensure that sufficient staff are suitably trained and that all staff are made aware of the child's condition.

In the absence of key staff, the Headteacher will make appropriate arrangements so that a member of staff is always available to support a child with medical needs.

The Headteacher and SENDCO, along with key staff, will ensure that risk assessments are completed for school visits, residential activities and other activities outside of the normal timetable.

The Headteacher and SENDCO, along with health care professionals will monitor and evaluate individual health care plans. The Headteacher will also contact the school nurse in the case of any child who has a medical condition that may require support at school.

Receiving Notification that a Pupil has a Medical Condition

Once the schools receive notification of a child's medical condition the individual school will:

- contact the child's parents and ask them to complete a Health Care Plan, which is then shared with the school nurse. The Health Care Plan will then be reviewed annually, or earlier, if there are changes to be made to the child's needs
- contact health care professionals, including our school nurse for guidance
- attend Team Around the Child (TAC) meetings
- if necessary, make arrangements for staff training

The Role of School Staff

Any member of school staff may be asked to provide support for pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. School staff should receive sufficient and suitable training before they take on the responsibility of supporting a child. All members of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Staff are covered by LSP insurance provided they act in good faith, within the limits of their authority and observe the policy terms and conditions.

The Role of the School Nurse

East Harptree and Ubley Primary Schools have access to a school nurse. The school nurse will notify the schools when a child has been identified as having a medical condition which requires support in school. They will also support the schools in implementing the child's individual Health Care Plan.

The Role of other GPs and Paediatricians

GPs and paediatricians will notify the school nurse when a child has an identified medical condition.

The Role of Parents

Parents will provide the school with up-to-date information about their child's medical needs. They will also be involved in the review of the child's Health Care Plan.

The Role of Pupils

Where appropriate, children with medical conditions may be able to provide information about how their condition affects them at school.



Transition Arrangements

If a child is due to start school or leave for another school, a TAC meeting will be held to ensure a smooth transition from one setting to another.

Individual Health Care Plans

The Governing Body will ensure that the Headteacher and SENDCO is responsible for the development of individual plans. The plans provide clarity about what has to be done, when and by whom. It is the responsibility of the schools, health care professionals and parents to agree if a health care plan would be appropriate. If a consensus cannot be reached, it is the Headteacher who will take the final view.

Health care plans will be reviewed in consultation with the Headteacher, SENDCO, teaching staff, parents and health care professionals. The Governors must ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

The Child's Role in Managing Their Own Medical Needs

Where appropriate, arrangements should be made for children who are competent to manage their own health needs and medicines. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual health care plans.

Managing Medicines on School Premises

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Children will not be given prescription or non-prescription medicines without their parent's written consent.

A child should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief will also not be administered without parental consent.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.

We will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

All medicines are stored safely. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available and not locked away. The Headteacher, Deputy Head or Administration Staff may administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions. The Governing Body will ensure that the schools keep a record of all medicines administered to individual children stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted.

When no longer required, medicines should be returned to the parent to arrange for safe disposal.

Emergency Procedures

Where a child has an individual health care plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, a member of staff should stay with the child until the parent arrives, including accompanying them to the hospital in an ambulance.

Day Trips, Residential Visits and Sporting Activities

The Governing Body will ensure that the schools' arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The schools will make arrangement for the inclusion of pupils in such activities unless appropriate arrangements supervision cannot be guaranteed.

The schools may consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure the child is included. This may require consultation with parents and health care professionals.

Unacceptable Practice

The Governing Body recognises that although staff should use their discretion and judge each case on its merits with reference to a child's individual health care plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and 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
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in the health care plan
- send them to the school office or medical room unaccompanied
- penalise a child for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent a pupil from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents to or make them feel obliged to attend school to administer medication or provide medical support to their child
- prevent a child from participating, or create unnecessary barriers to a child participating in any aspect of school life, including school trips wherever possible

Conclusion

This policy will enable the schools to ensure that pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education whenever possible.

Review date: September 2026