


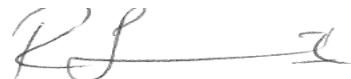
Christ Church New Malden

Church of England Primary School



Supporting Pupils With Medical Conditions

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|--------------------------|--|
| Committee responsible | Full Governing Body |
| Approval required by | Governing Body can delegate |
| Statutory or Recommended | Statutory |
| Frequency of review | Recommended Annually |
| Date last reviewed | March 2024 |
| Date of next review | March 2025 |
| Display on website | Yes |
| Purpose | To ensure pupils with medical conditions are supported so they can play a full role in school life, remain healthy and achieve their potential. |
| Consultation | Governing Body |
| Link with other policies | Admissions Policy Behaviour Policy Anti-Bullying Policy Equal Opportunities Policy Child Protection and Safeguarding Policy Accessibility Plan SEND Policy |

| | Signed | Date |
|--------------------|---|------------|
| Headteacher |  | March 2024 |
| Chair of Governors |  | March 2024 |

1. Introduction: Becoming the People God made us to Be

Christ Church New Malden CofE Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. Christ Church understands that it has a responsibility to pupils with medical conditions who currently attend, and to those who may enrol in the future.

Christ Church aims to provide all children with medical conditions, in terms of both physical and mental health, appropriate support to allow them to play an active role in school life, remain healthy, have full access to education (including school trips and PE), and achieve their academic potential. The School will make reasonable endeavours to meet children's medical needs.

Christ Church understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the medical profession which encourages self-administration of medication when possible.

The school believes it is important that parents of pupils with medical conditions feel confident that the school provides effective support for their children's medical conditions, and that pupils feel safe in the school environment.

2. Legislation and guidance

Our approach is in accordance with the Department for Education statutory guidance

[Supporting pupils at school with medical conditions \(GOV.UK 2015\)](#)

Definitions

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

- (a) Short-term affecting their participation in school activities, whilst they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

1. Medical Conditions and SEND

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision. For these pupils, the school's compliance with the DfE's '[Special educational needs and disability code of practice: 0 to 25 years](#)' and the school's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with legal duties.

Admissions

No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

Roles and responsibilities

Christ Church works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents/carers, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

Governors

The Governors of Christ Church are responsible for:

- Fulfilling its statutory duties under legislation.
- Ensuring that arrangements are in place to support pupils with medical conditions
- Ensuring that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Working with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensuring that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensuring that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instilling confidence in parents and pupils in the school's ability to provide effective support.
- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensuring that no prospective pupils are denied admission to the school because arrangements for their medical conditions have not been made.
- Ensuring that pupils' health is not put at unnecessary risk. As a result, the governing body holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.
- providing indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Headteacher

This Head teacher is responsible for:

- ensuring the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks

- liaising between interested parties including pupils, school staff, special educational needs coordinators, teaching assistants, school nurses, parents/carers, governors, the school health service and local emergency care services
- ensuring the policy is put into action, with good communication of the policy
- ensuring that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensuring pupil confidentiality
- assessing the training and development needs of staff and arrange for them to be met
- ensuring that supply teachers and new staff know the medical conditions policy
- monitoring and reviewing the policy regularly, with input from pupils, parents/carers, staff and external stakeholders
- Considering recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported

All school staff

All staff at Christ Church are responsible for:

- being aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- knowing which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allowing all pupils to have immediate access to their emergency medication
- maintaining effective communication with parents/carers including informing them if their child has been unwell at school
- ensuring pupils have their medication with them when they go on a school visit or out of the classroom
- being aware of pupils with medical conditions who may need extra social support
- understanding the common medical conditions and the impact it can have on pupils (eg pupils should not be forced to take part in any activity if they feel unwell)
- ensuring all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensuring pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- when necessary ensure that an ambulance or other professional medical help is called.

Teaching staff

Teachers at Christ Church are responsible for:

- being aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- liaising with parents/carers, the pupil's healthcare professionals and the SENDCO if a child is falling behind with their work because of their condition

Special Educational Needs Co-ordinator

The SENCO at Christ Church is responsible for:

- helping to update the school's medical condition policy

- knowing which pupils have special educational needs because of their condition
- ensuring teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams.

School nurse or school healthcare professional

The Local Authority based school nursing service is responsible for:

- helping provide regular training for school staff in managing the most common medical conditions at school
- providing information about where the school can access other specialist training.

Pupils

The pupils at Christ Church are responsible for:

- treating other pupils with and without a medical condition equally
- telling their parents/carers, teacher or nearest staff member when they are not feeling well
- letting a member of staff know if another pupil is feeling unwell
- letting any pupil take their medication when they need it, and ensure a member of staff is called
- treating all medication with respect
- knowing how to gain access to their medication in an emergency
- if mature and old enough, knowing how to take their own medication and to take it when they need it
- ensuring a member of staff is called in an emergency situation.

Parents/carers

The parents/carers of a child at Christ Church are responsible for:

- telling the school if their child has a medical condition
- ensuring the school has complete and up-to-date information about their child's condition and medication requirements during school hours.
- informing the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- ensuring their child's medication and medical devices are labelled with their child's full name
- providing the school with appropriate spare medication labelled with their child's name
- ensuring that their child's medication is within expiry dates
- keeping their child at home if they are not well enough to attend school
- ensuring their child has regular reviews about their condition with their doctor or specialist healthcare professional

Notification procedure

When the school is notified that a pupil has a medical condition who requires support in school, the school nurse / parents will inform the headteacher. Following this, the school will arrange a meeting with parents, healthcare professionals and the pupil, with a view to discussing the necessity of an Individual Healthcare Plan (IHP).

For a pupil starting at the school in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a pupil joins the school mid-term or a new diagnosis is received, arrangements will be put in place.

Parents/carers at Christ Church are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents/carers of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Staff Training and Support

Any staff member providing support to a pupil with medical conditions will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training.

All staff:

- understand their duty of care to children and young people in the event of an emergency.
- understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
- are aware of the most common serious medical conditions at this school and the impact this can have on pupils.
- 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.
- receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- access training which is refreshed for all staff as and when appropriate.
- use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- understand and are trained in the school's general emergency procedures.

Supply teachers

Supply teachers will be:

- Informed of all relevant medical conditions of pupils in the class they are providing cover for.
- Covered under the school's insurance arrangements.

Healthcare Plans

Christ Church 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.

A Healthcare Plan is sent to all parents/carers of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school

- If a pupil has a short-term medical condition that requires medication during school hours, a letter should be sent into school from the child's parents/carers/carers.
- Where appropriate it is recommended that the parents/carers/ carers, health care professional and the child should complete the healthcare plan together, before returning to school. A member of school staff can also be present in cases of complex healthcare or educational needs.
- Healthcare plans are held securely on the school's Google drive; all members of staff who work with groups of children have access to the Healthcare plans of children in their care.
- Parents/carers at Christ Church New Malden Primary School are asked 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.
- Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed when appropriate.
- Parents/carers and pupils at Christ Church New Malden Primary School are provided with a copy of the pupil's current agreed Healthcare Plan.
- When a member of staff is new to a pupil group, for example due to staff absence or at transition to the next year group, the school makes sure that they are made aware of the Healthcare Plans of pupils in their care.
- Christ Church New Malden Primary School ensures that all staff protect pupil confidentiality.

See Appendix 1

Self-Management

Following discussion with parents, pupils who are competent to manage their own health needs and medicines will be encouraged to take responsibility for self-managing their medicines and procedures. This will enable pupils to feel confident in the support they receive from the school to help them do this. This will be reflected in their IHP.

Where possible, pupils will be allowed to carry their own medicines and relevant devices. Where it is not possible for pupils to carry their own medicines or devices, they will be held in suitable locations that can be accessed quickly and easily. If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHP will be followed. Following such an event, parents will be informed so that alternative options can be considered.

Managing medicines

Administration of medication

Staff may only administer prescription medicines. Non-prescription medicines should NOT be brought into school.

Administration – emergency medication

- All pupils at Christ Church New Malden Primary School with medical conditions have easy access to their emergency medication.

- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the 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 member of staff at this school.
- Christ Church understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- There are several members of staff at this school with first aid training who can support children to administer medication.
- Other members of staff may be happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- 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.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- Parents/carers at Christ Church 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 Christ Church New Malden Primary School refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.
- 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, Christ Church makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. These pupils are subject to the school's usual behaviour policy.

Consent to administer medicines

- If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent using the Administration of Medicines Form and, where appropriate, a Medical Alerts Consent Form giving the pupil or staff permission to administer medication on a regular/daily basis, if required.
- All parents/carers of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan 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 Administration Of Medication Form.

Storage and disposal of medication at school

Safe storage – emergency medication

- Emergency medication 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.
- Emergency medication is stored in the office and carried by an adult if the child is off-site.
- Pupils at Christ Church New Malden Primary School are reminded to carry their emergency medication with them.
- Pupils, whose healthcare professionals and parents/carers advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a 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

- There are specific members of staff who ensure the correct storage of medication at school.
- All controlled drugs are kept in a locked cabinet and only named staff have access, even if pupils normally administer the medication themselves.
- The expiry dates for all medication stored at school are checked regularly. The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- 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 in an airtight container and is clearly labelled.
- Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- Parents/carers at Christ Church New Malden Primary School are asked to collect out-of-date medication.
- If parents/carers 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.
- Specific members of staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done on a regular basis.
- Sharps boxes are used for the disposal of needles. Parents/carers 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.
- 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, to school or the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Adrenaline auto-injectors (AAIs)

The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out in accordance with the school's Allergen and Anaphylaxis Policy. Where a pupil has been prescribed an AAI, this will be written into their IHP. A Register of Adrenaline Auto-Injectors (AAIs) will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis.

A copy of this will be held in each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

Record Keeping

Written records will be kept of all medicines administered to pupils. Proper record keeping will protect both staff and pupils, and provide evidence that agreed procedures have been followed.

Christ Church New Malden Primary School keeps records 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/carers are informed as soon as possible.
- relevant training on common medical conditions and the type of training they have had.
- A log of the medical condition training is kept by the school and reviewed regularly to ensure all new staff receive training.
- members of staff who have agreed to administer medication and have received the relevant training.

Emergency Procedures

- All staff know what action to take in the event of a medical emergency. This includes:
 - how to contact emergency services and what information to give
 - who to contact within the school.

Where an IHP is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Pupils will be informed in general terms of what to do in an emergency, e.g. telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will always 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.

Pupils with allergies and other more complex medical conditions have a health plan which is shared with staff. Information about the child's medical condition will be displayed in the staffroom and/or classroom if appropriate and **ONLY WITH THE PARENTS' PERMISSION**

Christ Church New Malden Primary School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out of school visits.

Christ Church is a nut-free school.

Day Trips, residential visits and sporting activities

Risk assessments are carried out by the staff prior to any out-of-school visit and medical conditions are considered during this process. Factors Christ Church 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.

Christ Church New Malden Primary 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 and has a written schedule of reducing specific triggers to support this.

Healthcare plans are used to identify individual children who are sensitive to particular triggers, and action plans are in place as required to ensure these children remain safe throughout the school day.

All parents/carers 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.

Residential visits

- Christ Church 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.
- Risk assessments, including those for residential visits take into account the needs of children with medical conditions.
- Parents/carers 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.
- The residential visit form also details up to date information on what medication and the dose the pupil is currently taking at different times of the day.

Christ Church reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Christ Church policy and procedures are implemented after each review.

Sporting activity

- a. Christ Church understands the importance of all pupils taking part in sports, games and activities.
- b. Staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- c. Christ Church New Malden Primary School ensures all staff know that pupils should not be forced to take part in an activity if they feel unwell.
- d. All staff are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

- e. Christ Church New Malden Primary School ensures all staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- f. Christ Church New Malden Primary School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- g. Christ Church New Malden Primary School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Unacceptable practice

The school will not:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore the views of the pupil or their parents.
- Ignore medical evidence or opinion.
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Send an unwell pupil to the school office alone or with an unsuitable escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents feel obliged or forced to visit the school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent is made to feel that they have to give up working because the school is unable to support their child's needs.
- Create barriers to pupils participating in school life, including school trips.
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Defibrillators

The school has 2 automated external defibrillator (AED) - one for each site . Each AED is located in the office.

All staff members and pupils will be made aware of the AED's location and what to do in an emergency. A risk assessment regarding the storage and use of AEDs at the school will be carried out and reviewed annually.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

The emergency services will always be called where an AED is used or requires using.

Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.

APPENDIX 1

Model process for developing individual healthcare plans

