

Supporting Pupils with Medical Conditions

Epinay School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in August 2017 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with special educational needs and disabilities (SEND) and this includes children with medical conditions.

Key points

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

At Epina School, we aim to:

- Ensure all children develop their full potential in a happy, safe environment.
- Develop a positive and supportive ethos in which academic and personal development can flourish
- Ensure all children have equal access to learning within an inclusive environment including rigorous monitoring of cultural, gender and special educational needs.
- The school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- The school will listen to the views of pupils and parents/carers/professionals.
- Pupils and parents/carers/professionals feel confident in the care they receive from this school and the level of that care meets their needs.
- All staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The school & local health and social care community understand and support the medical conditions policy.

- The school understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- Epinay School recognises its duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs and disabilities (SEND) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

Key Roles and Responsibilities

The named member of school staff responsible for this medical conditions policy and its implementation is the Head Teacher.

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.
- Providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Epinay School.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in Epinay School's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual pupils and across Epinay School population.
- Ensuring the level of insurance in place reflects the level of risk.

The head teacher is responsible for:

- The management of the Supporting Pupils with Medical Conditions Policy and procedures of Epinay School. To delegate the day to day operational procedures of this policy to designated member of staff.
- Ensuring the policy is developed effectively with partner agencies.

- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting Epinay School nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- Only named school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines.
- Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- A named staff member is responsible for administering injections.

School nurses are responsible for:

- Notifying Epinay School when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Pupils are responsible for managing their own medical needs:

- Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a member of staff.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Parents and carers are responsible for:

- Keeping Epinay School informed about any changes to their child/children's health.

- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing Epinay School with the medication their child requires and keeping it up to date in the correct packaging.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the staff members and healthcare professionals.

Training of staff:

- The head teacher is responsible for organising this training as required by staff members.
- The headteacher will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- Staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Staff will receive regular and ongoing training as part of their development.
- Staff who undertake responsibilities under this policy will receive training externally e.g.
Managing Medication
First Aid at Work
Paediatric First Aid
Defibrillator Training
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- No staff member may administer drugs by injections unless they have received training in this responsibility
- The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.
- All staff understand and are trained in Epinay School's general emergency procedures.
- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes.¹

Individual Healthcare Plans (IHCPs) & Implementation procedure

- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHCP)²
- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, the school and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be monitored and reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

¹ For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the School Nursing Team will provide this level of training and education.

² An example template for an IHCP has been produced by Dfe.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

- Where a pupil has an EHCP the IHCP will be linked to it or become part of it.
- The school seeks permission from parents/carers before sharing any medical information with any other party.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Storage and Administration of Medication

- All staff to follow medication procedure flowchart.
- All staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc. are readily available wherever the child is in Epinay School and on off-site activities, and are not locked away.
- The school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Any medications left over at the end of the course will be returned to the child's parents.
- Pupils will never be prevented from accessing their medication.
- Epinay School cannot be held responsible for side effects that occur when medication is taken correctly.
- The school will keep records of medication administered.
- As part of Epinay School's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- The school makes sure that the pupil's confidentiality is protected.
- The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

Emergency procedures

- Medical emergencies will be dealt with under Epinay School's emergency procedures.

- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency?
 - What to do in an emergency.
- Pupils at this school learn what to do in an emergency - such as telling a teacher.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance.

Educational Visits and Sporting Activities

- The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- The school understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports.
- The school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.
- The school will not penalise pupils for their attendance if their absences relate to their medical condition.
- The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- The school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.

Avoiding Unacceptable Practice

Epinay School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Liability and Indemnity

- Teachers who undertake responsibilities within this policy are covered by Epinay School's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head teacher.

Complaints

The details of how to make a complaint can be found in the Complaints Policy.

Contacting Emergency Services

Named staff member for calling emergency services and for being responsible for passing on relevant information – L Burns, E Henderson, E Price, L Murphy

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

Your telephone number – 0191 4898949

Your name.

Your location

The exact location of the patient within Epinay School.

The name of the child and a brief description of their symptoms.

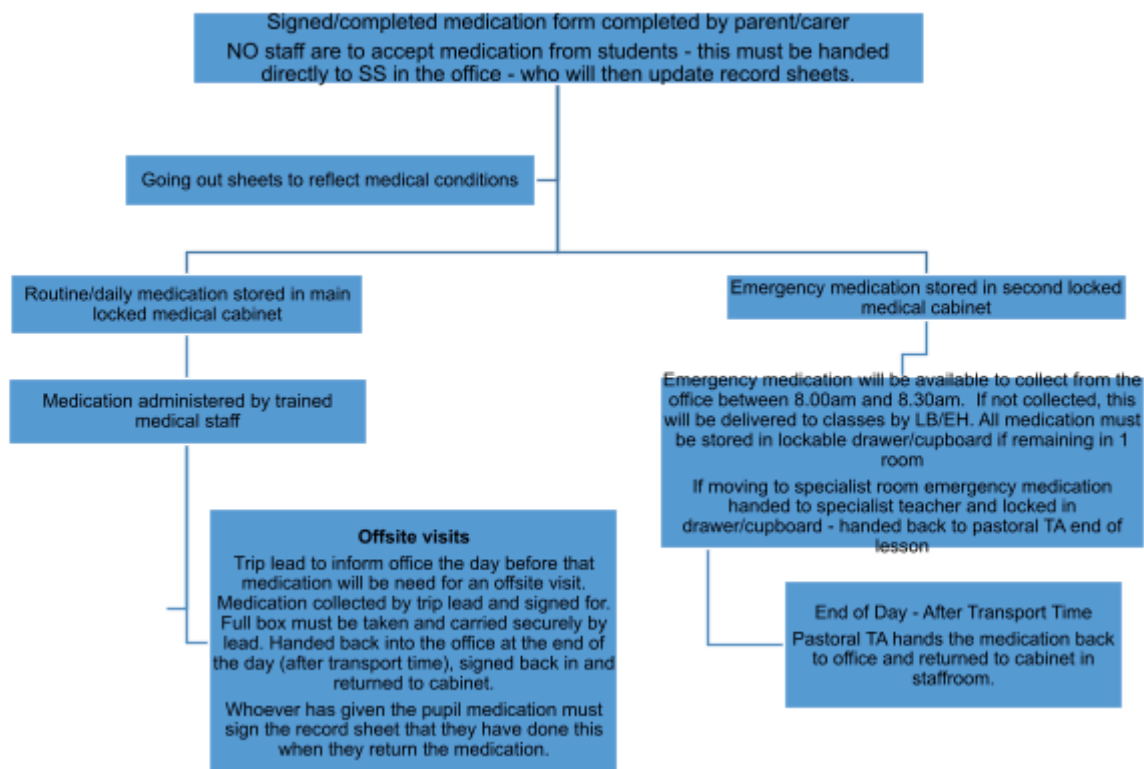
The best entrance to use and state that the crew will be met and taken to the patient.

Policy approved by Governors:	Nov 2025
Date of next review by Governors:	Nov 2026

Medication Procedures

Please Note:

- NO medication is to be kept/stored overnight in classroom areas – ALL medication MUST be stored overnight in the locked medical cabinets in the first aid room.
- Medical Care Plans MUST be taken on all offsite visits. Medical Care Plans are kept as hard copy in the (green) file in the office.
- All medication will be given from the office window. Pastoral staff are to ensure pupils go for their medication. Medication will be given out during the lunch time period, unless otherwise agreed between parent and school.



- No emergency medication is required on buses – if an emergency occurs dial 999 and wait for ambulance unless in close proximity to hospital and it is safe to do so drive to hospital. Ring office staff who will contact SLT/parents.
- **Paracetamol** cannot be routinely given, if paracetamol is required consent to be sought from trained medical staff and parents. Paracetamol can only be administered in school AFTER 1.00pm by trained medical staff. Administration of paracetamol will be recorded.

Quality assurance to be carried out by SS

- Cross reference consent forms against contents of medical cabinets – any obsolete medication or out of date medication to be removed and returned to parents (collection), where parents cannot collect Epinay will return to chemist for disposal.
- Ensure boxes are fully labelled and reflect consent forms.
- SLT to carry out random spot checks of quantity against record sheets.
- New care plans to be added as they arise to the electronic record sheet by LB under supervision of SS.
- September –EP carries out a medication training audit and organises update training.