



XII Apostles RCPS

Supporting children with medical conditions policy

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<u>Review period</u>	1 Year
<u>Status</u>	Statutory
<u>Person responsible</u>	Stacy Stones Pastoral Lead Mrs. O'Boyle BA (hons) PGCert NASENCo PG Cert SPLD
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<u>Version</u>	1

TWELVE APOSTLES CATHOLIC PRIMARY SCHOOL

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Introduction

The school's mission statement, 'Through learning and loving we will follow Jesus.'

The Mission Statement aims state:

1. To place Christ at the centre of everything we do
2. To recognise that each child is unique and to ensure that each child is educated to fulfil their human potential
3. To develop an understanding of Community; being able to recognise, respect and celebrate the diversity of all within it.

Statement of intent

This policy has been developed in line with the Department for Education's guidance released in December 2015- "Supporting pupils at school with medical conditions". Section 100 of the Children and Families Act 2015 places a duty on the Governing Body and Senior Leadership Team at XII Apostles Primary School to make arrangements for supporting pupils at the school with medical conditions. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone; however, teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to administering medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication, contribution to the child's individual health care plan and should supply the school with all necessary and current medical information.

This policy will be reviewed regularly and will be readily accessible for parents/carers and staff through our school website. Ofsted places a clear emphasis on meeting the need of children with medical conditions. This policy should be read alongside Health and Safety Policies.

Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities. This policy outlines responsibilities and procedures for supporting pupils at Twelve Apostles Catholic Primary School

Parents/ Carers and Guardians

- Parents, as defined in the Education Act 1994, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are actually unwell.
- Parents/ Carers/ Guardians are responsible for providing school with sufficient information about their child's medical condition and treatment or special care needed at school. This should be the most current medical information.
- With the school, they should reach agreement on the school's role in the helping their child's medical needs. This should be recorded on the child's individual health care plan.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the Health Service / School Nurse can often provide additional assistance
- Parents' religious and cultural views should always be respected.

The Governing body

The governing body has a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

The Headteacher

The headteacher is responsible for implementing the governing body's policy in practice and with identified staff members: Pastoral Mentor/ SENCo / Deputy Headteacher / the school nurse / health service for developing detailed procedures. When teachers give pupils help with their medical needs, the HT/ Key members of staff should agree to them doing this, and they must ensure that teachers receive proper support and training where necessary.

The HT alongside key members of staff, are responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs. The SLT is responsible for arranging back up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable.

Teachers and other school staff

Teachers and other school staff who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs detailed on their individual Health Care Plan. If staff are to administer medication, they may only do so if they have had the appropriate training (see Individual Health Care Plan)

Other Health Professionals

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The local health authority
- The school health service
- The school nurse / speciality nurse

- The general practitioner (with the consent of the child's parent)
- The community paediatrician

Administration of Medicines

Some children may need some type of medication during the day at some time during their school years.

Prescribed Medicines

At Twelve Apostles we will only administer medication that has been prescribed to your child.

Medicines should only be taken into school when it is essential. If a child needs medication during the school day but is well enough to attend school, then the parent or carer should bring the medication into school at the appropriate time to administer it. If it is impossible for the parent/carer to come into school to administer the medication then they must:

• Complete the medication form which will include the child's name, name of the medication, the prescribed dosage and when the child will need it. For children who can administer their own medication there is a section on the form for parents to sign.

The form can be collected / signed at the school's main office.

• All medication must then be brought to the main office with the completed medication form, and must be in the original container. Without this staff will not be allowed to administer the medication. It is helpful, where appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. We strongly advise parents to ask your G.P about this. Please note that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Administering Medicines

If the medication is to be taken for a prolonged period of time, **an IHCP must be completed and the SLT / Pastoral Manager / SENCo may then ask a designated member of staff to administer the medication.** (All medication must be kept in a locked safe area; this area will be agreed with the SLT.)

The member of staff giving medicines to a child must have read the IHCP and checked the completed medication form before administering any medication. They will then sign the appropriate form when the medication is given. If children are able to administer their own medication, and permission has been given by the parent, the designated member of staff must still check the completed medication form and will supervise the child.

If the designated member of staff has any other concerns related to administering medication to a particular child, they must discuss it with the Pastoral Mentor/ SENCO or SLT.

The only exceptions to these rules are children with Asthma. Following advice from the school nurses and First Aid trainer, children with Asthma must keep an inhaler in school at all times and it is to be kept in an easily accessible place for them. When out on class trips or outside for PE children must take their inhalers with them. Parents must complete an Asthma card and this information will be collated by the Pastoral Mentor. Teachers will then keep a class list of children with Asthma and a list will also be kept in the staff room. A record of asthma dosage given by the child will be kept as and when needed. (See asthma record card)

Individual Health Care Plans

Individual Healthcare Plans specify the type and level of support required to meet the medical needs of such pupils and are co-produced sometimes with the school nurse, usually with the Pastoral Mentor and the parents. Parents must provide school with current information so that the plans can be discussed, agreed and updated accordingly. The Pastoral Mentor will then share the IHCP with the SLT, teachers and key support staff to ensure all are aware of procedures.

Refusing medication

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parent or guardian as a matter of urgency. If necessary, the school will call the emergency services.

School trips

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek medical advice from the school health service or the child's GP.

Sporting activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

Confidentiality

The school will treat medical information confidentially. The HT will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff, they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Storing medication

When the school stores medicine it will be labelled safely with the name of the pupil, the name and dose of the drug and the frequency of the administration. Where a pupil needs two or more prescribed medicines, each should be kept in a separate container. Pupils should know where their medication is stored. Asthma inhalers may be allowed to be carried by pupils. Other medicines are kept in a safe, secure place not accessible to pupils

Disposal of medicines

Parents are responsible for the disposal of date-expired medicines. Medicine will be sent home if no longer required

Hygiene/infection control

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

Emergency procedures

Allocated staff have regular training in First Aid and know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parent or guardian arrives.

Administration of rectal diazepam in epilepsy and febrile convulsions, and anaphylaxis procedure

The administration of medication for these conditions requires specific training and specific procedures.

Linked Policies

Health and Safety Policy

First aid Policy

Administering Medication Policy

Allergan and anaphylaxis Policy

Nut Awareness Procedures

