



Barrowby Church of England Primary School

Supporting Pupils at School with Medical Conditions Policy

1. Introduction

- 1.1 This school policy for Health and Safety reflects the consensus of opinion of the whole teaching staff and has the agreement of the Governing Body. The implementation of the policy is the responsibility of all staff.
- 1.2 This statement covers the practise of Barrowby School. It is to be read in conjunction with the general statement of safety policy issued by the Education Department's 'Supporting Pupils at School with Medical Conditions Policy'.

2. Responsibilities

- 2.1 Overall and final responsibility for the administration of medicines is that of the Governing Body. Day to day responsibility for health and safety is delegated to the Head Teacher. Jointly they are responsible for the general application of the arrangements and for ensuring the communications of all relevant information to all staff.
- 2.2 Governing Body:
 - Ensure that arrangements are in place to support pupils with medical conditions. In doing so it should ensure that such children can access and enjoy the same opportunities at school as any other child.
 - Ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions.
 - Ensure that the arrangements that are put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.
 - Ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
- 2.3 Headteachers:
 - Ensure that the school's policy is developed and implemented effectively.
 - Ensure all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
 - Ensure all staff who need to know are aware of the child's condition.
 - Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all the individual healthcare plans, including in contingency and emergency situations.
 - Have overall responsibility for the development of individual healthcare plans.
 - Responsible for contacting the school nurse team if a child has a medical condition that may require support in school.
- 2.4 Parents:
 - Notify the school that their child has a medical condition
 - Ensure that they provide the school with sufficient and up to date information about their child's medical needs.

- Be involved in the development and review of their child's individual healthcare plan and are responsible for carrying out any action that they have agreed to as part of its implementation e.g. provide medicines and equipment and ensure that they or another nominated adult are contactable at all times.
- Ensure that any medicine provided to the school is clearly and correctly labelled.

2.5 School Staff:

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines – although they cannot be required to do so.
- Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with specific medical conditions.
- 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.

2.6 School Nurses:

- Responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school.
- Support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.
- Can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs; for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school.

2.7 Other Healthcare Professionals:

- Other healthcare professionals, including GPs and paediatricians, should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing individual healthcare plans.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

3. Staff Training & Support

- 3.1 Any member of school staff providing support to a pupil with medical needs should have received the suitable training.
- 3.2 Where appropriate, whole-school awareness training will be delivered so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy.
- 3.3 Training to include preventative and emergency measures so staff can recognise and act quickly.
- 3.4 The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views.

4 Individual Healthcare Plans (IHP)

- 4.1 The aim of a IHP is to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education.
- 4.2 All children requiring medicine in school require an individual healthcare plan to be jointly completed with the class teacher and parent(s)/carer.
- 4.2 IHPs should be easily accessible to all who need to refer to them, while preserving confidentiality.
- 4.2 They should capture key information and actions that are required to support the child effectively. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.
- 4.3 Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.
- 4.4 Individual Healthcare Plans (IHP) must be created and reviewed annually by the class teacher in partnership with the parents and if necessary the relevant healthcare professional who can best advise on the particular needs of the child.
- 4.5 They will provide details on the following:
- The medical condition, its triggers, signs, symptoms and treatments.
 - The pupil'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, e.g. crowded corridors, travel time between lessons.
 - The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
 - Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
 - Who in the school needs to be aware of the child's condition and the support required.
 - Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours.
 - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
 - Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
 - What to do in an emergency, including whom to contact, and contingency arrangements.

5. Administering Medicine in School

- 5.1 See 'Administering Medicine in School' policy.

6. The Child's Role in Managing Their Own Medical Needs

- 6.1 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 healthcare plans.
- 6.2 Children who can take their medicines themselves or manage procedures must be supervised by a member of staff. If it is not appropriate for a child to self-manage, relevant staff should help to administer medicines and manage procedures for them.
- 6.3 If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

7. Managing Medicines On School Premises

- 7.1 See 'Administering Medicine in School' policy.

8. Record Keeping (Medicine Administration)

- 8.1 See 'Administering Medicine in School' policy.

9. Emergency Procedures

- 9.1 Governing bodies should ensure that the school's policy sets out what should happen in an emergency situation.
- 9.2 As part of general risk management processes, all schools should have arrangements in place for dealing with emergencies for all school activities wherever they take place, including on school trips within and outside the UK.
- 9.3 Where a child has an individual healthcare plan, this should 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.
- 9.4 If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services' cover arrangements and that the correct information is provided for navigation systems.

10 Day Trips, Residential Visits & Sporting Activities

- 10.1 Governing bodies should ensure that their 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.
- 10.2 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. Schools should make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

- 10.3 Schools should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely. Please also see Health and Safety Executive (HSE) guidance on school trips.

11 Unacceptable Practice

- 11.1 Governing bodies should ensure that the school's policy is explicit about what practice is not acceptable.
- 11.2 Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, 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 for reasons associated with their medical condition 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; or
 - 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.

12 Liability & Indemnity

- 12.1 Governing bodies of maintained schools and management committees of PRUs should ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. Proprietors of academies should ensure that either the appropriate level of insurance is in place or that the academy is a member of the Department for Education's Risk Protection Arrangement (RPA).
- 12.2 It is important that the school policy sets out the details of the school's insurance arrangements which cover staff providing support to pupils with medical conditions. Insurance policies should be accessible to staff providing such support.
- 12.3 Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.

- 12.4 In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

13 Complaints

- 13.1 Governing bodies should ensure that the school's policy sets out how complaints concerning the support provided to pupils with medical conditions may be made and will be handled.
- 13.2 Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

14. Supporting Pupils At School With Medical Conditions Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, annually.

Last reviewed: September 2025

Next review: September 2026