Richard Lee Primary

Medical Conditions Policy

Local Level Policy

Date effective	December 2025
Review Cycle	Every year
Review Date	December 2026
Date of Approval by Governors	December 2025
Committee approved by	Richard Lee Local Governing Body
Author	Mrs Jenny Stafford

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Policy Statement

Richard Lee school is an inclusive community that welcomes and supports pupils with medical conditions.

Richard Lee provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure that they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well- being once they leave school.

The school makes sure all staff understand their duty of care to children and young people in their event of an emergency.

All staff feel confident in knowing what to do in an emergency.

The school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is Jenny Stafford.

Policy framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term medical conditions.

1. **This school is an inclusive community that supports and welcomes pupils with medical conditions.**
    - This 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 because arrangements for their medical condition have not been made.
    - This school will listen to the views of pupils and parents.
    - Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.

- 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 to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency
- The whole school and local community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- This school understands that duties in the Children and Families Act (England only), the Equality Act(England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

2. **This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings**.

3. **The medical conditions policy is supported by a clear communication plan for staff, parents, and other key stakeholders to ensure its full implementation.**

    - Pupils, parents, relevant healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

4. **All children with a medical condition should have an individual healthcare plan (IHP)**

    - An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
    - It should also include information on the impact any health conditions may have on a child's learning, behaviour or classroom performance.
    - This should be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

5. **All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

    - All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
    - All staff receive training in what to do in an emergency and this is refreshed at least once a year.
    - A child's IHP should, explain what help they need in an emergency. The IHP will accompany a child should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

6. **All staff understand and are trained in the school's general emergency procedures.**

    - All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least once a year.
    - If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives or accompany them to hospital by ambulance. They will not take pupils to hospital in their own car.

7. **Richard Lee Primary School has a clear guidance on providing care and support and administering medication at school.**

    - Richard Lee Primary school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
    - Richard Lee Primary school will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care of the individual child.
    - Richard Lee Primary school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is appropriate levels of insurance and liability cover are in place.
    - Richard Lee Primary school ***will only give prescribed medication, including creams, to a child under 16 with a parent's written consent. This administration is on a voluntary basis only and to the best of staff's ability whilst working in a busy school environment.***
    - When administering prescribed medication, for example pain relief, school will check the maximum dosage and when the previous dose was given. Parents will be informed. Richard Lee Primary school will not give a pupil under 16 aspirin unless prescribed by a doctor.
    - Richard Lee Primary school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off – site visits, including overnight stays.
    - ***Parents at this school must understand that they are responsible for letting school know immediately if their child's needs or medication changes.***
    - ***Parents must understand that they are responsible for checking the dates of their child's medication and ensuring in date medication is in school.***
    - If a pupil misuses their medication, or anyone else's, their parent will be informed as soon as possible and the school's disciplinary procedures will be followed**.**

The giving of medication to children is a parental responsibility, however school staff may be asked to perform this task but they may not, however be directed to do so. Ultimately no member of staff can be compelled to administer any medicine and the school reserves the right to this course of action if, in the considered opinion of the staff and the Headteacher, the options being considered are unsafe for either pupil or adult.

8. **Richard Lee Primary school has clear guidance on the storage of medication and equipment at school.**

- Richard Lee Primary School makes sure that all staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment is readily available wherever the child is in school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if this is appropriate.
- Pupils may carry their own medication/equipment, for example for PE, after school clubs and trips, or they will know exactly where to access it.
- Controlled drugs will be stored securely but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- Richard Lee Primary School will ensure 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.
- Richard Lee Primary School will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though it must still be in date, will generally be supplied in an insulin injector pen or pump.
- ***Parents are asked to collect all medications/equipment at the end of the summer term and to provide new and in date medication at the start of September.***
- Richard Lee Primary School disposes of needles and other sharps in line with local polices. Sharp 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.

9. **Richard Lee Primary School has clear guidance about record keeping.**

- Parents at this school are asked if their child has any medical conditions on the enrolment form
- Richard Lee Primary School uses an Individual Health plan (IHP) to record to record an individual pupil needs around their medical condition. The IHP is developed with the parent, pupil (if appropriate) school staff and specialist nurses (where appropriate) and relevant healthcare services.
- Richard Lee Primary School has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- Richard Lee Primary School makes sure that pupil's confidentiality is protected.
- Richard Lee Primary School meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended trips to discuss and plan for any extra care requirements that

might be needed. This is recorded in the pupil's in the pupil's IHP which accompanies them on the visit.

- Richard Lee Primary School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

This school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and on- going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/ other suitably qualified healthcare professional will confirm their competence, and this school keeps an up to date record of all training undertaken and by whom.

10. **Richard Lee Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

    - Richard Lee Primary School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to access this accessibility. This school is also committed to an accessible physical environment for out of school activities.
    - Richard Lee Primary School makes sure the needs of medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits. All staff are aware of the potential social problems pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
    - Richard Lee Primary School understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.
    - Richard Lee Primary 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 whom have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medic al condition when exercising and how to minimise these.
    - Richard Lee Primary School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity. This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
    - Richard Lee Primary School staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to their medical condition.
    - Richard Lee Primary School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and pupil's healthcare professional.

- Pupils at this school learn what to do in an emergency
- Richard Lee Primary School makes sure that a risk assessment is carried out before any out of school visit. 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**.**

11. **Richard Lee Primary School is aware of the common triggers that can make common 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.**

    - Richard Lee Primary School is committed to identifying and reducing triggers both at school and on out of school visits.
    - School staff have been given training and written information on medical conditions which includes avoiding /reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
    - The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out of school activities.
    - Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical needs.
    - Richard Lee Primary School reviews all medical emergencies and incidents to see how they could be avoided, and change school policy according to these reviews.

12. **Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**

    - Richard Lee Primary School works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

13. **Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

- Richard Lee Primary School works in partnership with all relevant parties including (where appropriate),parent, school's governing body, all school staff, catering, staff and healthcare professional to ensure that the policy is planned, implemented and maintained successfully.

- Richard Lee Primary School is committed to keeping in touch with a child when they are unable to attend school because of their condition.

14. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year

- In evaluating the policy, this school seeks feedback from key stakeholders, including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer, the views of pupils with medical conditions are central to the evaluation process.