



Supporting Pupils with Medical Conditions

Date adopted: December 2024

Review date: December 2025

Supporting Pupils with Medical Conditions

Aims

This policy encompasses our school values: **kindness, curiosity and ambition**.

Oakwood Primary School aims to work in partnership with parents/carers and medical professionals with the **ambition** that all Oakwood pupils can attend school regularly and to participate fully in school life, including on off-site visits. Staff will show **curiosity** by seeking to fully understand the specific needs of the individual child. We will show **kindness** to pupils and their families by sharing confidential medical information only after consultation with parents and with the aim of supporting the pupil.

Temporary Exclusion on Medical Grounds

There are occasions when children are temporarily excluded on medical grounds. This is generally when the child's condition is infectious to others. In making this judgement, Oakwood School follows NHS guidelines "Is my child too ill for school?"

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Further information can be found in our Attendance Policy, which is published on our website.

Individual Health Care Plans

A few pupils may have medical conditions that will warrant them having an individual health care plan, which may or may not include them taking medication at school. The Medical and Allergy Lead is responsible for ensuring that an individual health care plan is in place where needed. It is essential that parents/carers meet with the Class Teacher and/or Medical and Allergy Lead at the earliest opportunity. In the case of prospective pupils this would be prior to the child starting school.

The Medical and Allergy Lead will undertake to keep the Headteacher, Deputy Headteacher, and SENCo where relevant, informed of any outcomes from the meetings, including the need for any training or additional support/resources that would need to be put in place to meet the child's needs.

In order to ascertain if an individual health care plan is appropriate and proportionate, the Medical and Allergy Lead may consult with senior leaders.

Individual health care plans will:

- be put in place before the child starts school (or within 2 weeks for children joining mid-year, or where a child receives a new diagnosis)
- be produced collaboratively between parents/carers, pupils (where appropriate) and school staff (and medical professionals where relevant)
- outline the steps the school should take to help the pupil manage their condition so as to get the most out of their education
- designate specific members of staff to undertake duties in order to meet the needs of pupils (what, when and by whom) and include any training needs for staff
- include the role of the pupil where relevant
- Incorporate guidance from the DfE document "*Supporting pupils at school with medical conditions*" (particularly section 14)
- be linked to/include any SEN support or plan
- be reviewed at least annually
- not look the same for every child
- inform risk assessments for school activities and off-site visits
- include what to do in an emergency
- be developed with the child's best interests in mind

Attendance

If the child's condition is likely to affect the child's attendance at school, the Attendance Lead will meet with parents/carers to talk through the reasons for lateness/absence and to identify any further support. A referral to the Education Support for Medical Absence (ESMA) service may be appropriate to ensure the child continues with their education. Class teachers may be asked to provide work for the child in their absence, so that they do not fall behind.

Where a child has a long-term absence, reintegration back into school will be supported through integration meetings between the parents, class teacher and the pupil where appropriate. This may include support for the child's emotional and general wellbeing.

Allergy Awareness

For any child who has allergies which are food related, the parent/carer should inform the Medical and Allergy Lead at the earliest opportunity. The Medical and Allergy Lead will liaise with our catering providers.

We cannot guarantee that we are an allergen free school. However, we can take measures to prevent cross-contamination of allergens where possible.

Whilst there are some allergens that are more common than others, every food item has the potential to be an allergen. Therefore, in most circumstances, children are not permitted to share food at school. This includes sharing food from school cooked lunches and packed lunches. It also means that children are prohibited from bringing sweets and chocolate to share at school, including on the playground after school. Children are not permitted to bring food containing nuts or sesame to school.

There may be instances where other foods are prohibited from school or parts of school.

On occasion, Oakwood Primary School may arrange activities involving food or other potential allergens. In these cases, parental consent and/or advice will be sought to ensure that activities are accessible and inclusive for all children.

Information Sharing

Parental consent will be sought before sharing any information

This may include:

- Displaying the child's name, photograph and medical information in staff areas
- Sharing information about the child's medical needs with school staff such as:
 - The child's class teacher/s and any teaching assistants working in the class
 - Admin staff
 - Lunchtime staff
 - Senior Leaders
 - Cover teachers
- Sharing information about the child's medical needs with other children

The Pupil's Role in Managing Their Own Medical Needs

Children's medication, such as inhalers and epi-pens will be stored as close to the child as possible and will be accessible. This may be in the classroom or, in some instances, children may carry their medication with them. Children will always know where their medication is stored, this includes during any off-site visits, where medication may need to be carried with the pupil. After discussion with parents, and where appropriate to the pupil's age and stage of development, children will be encouraged to take responsibility for managing their own medicines and procedures. They may need supervision if self-administering medication. If it is not appropriate for a child to self-manage, named staff will help administer medicines.

These arrangements will be reflected in a pupil's individual health care plan.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but will follow procedures agreed in the pupil's individual health care plan. Parents will be informed so that alternative options can be considered.

Managing Medicines on School Premises

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so and where parent consent has been given.

Aspirin will only be given when prescribed by a doctor.

Prescribed medicine will be given:

- in line with maximum dosage guidance
- only when it is in-date
- when it is in the original container as dispensed by a pharmacist and with instructions for administration, dosage and storage*

* This excepts insulin which must be in-date but may not be in its original container

When no longer required, medicines will be returned to the parent to arrange for safe-disposal. Sharps boxes will be used where appropriate.

Written records will be kept of all medicines administered to children, including where children self-administer. Parents will be kept informed when medication is given.

Emergency Procedures

In line with [DfE guidance](#) other pupils in the school may be educated about how to support other pupils in general terms. This may also include sharing information about specific pupil needs, with the consent of that pupil and their parents.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or will accompany a child taken to hospital by ambulance.

Oakwood School holds a defibrillator, emergency Epi-pen and emergency inhaler. School staff are trained in emergency First Aid.

Unacceptable Practice

School staff will use their discretion and judge each case on its merits, with reference to the child's individual healthcare plan.

However, 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 health care plan
- 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
- 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.

Liability and Indemnity

Oakwood School has liability cover relating to the administration of medication within school by school staff. This covers all staff in administering medicine and treatment, as long as staff have been shown how to carry out the treatment.

Staff Training and Support

Any member of school staff providing support to a pupil with medical needs will receive suitable training in order to help them understand any the medical condition that the pupil has, the implications of this condition, and measures that can be put in place to support the pupil and prevent illness. Some training will be delivered as a whole school approach (for example Allergy Aware training and Epi-pen training) whilst other training will be identified during the initial individual health care plan meeting.

The Medical and Allergy Lead is responsible for informing the Deputy Head of pupil needs that will require bespoke staff training. The Deputy Head is responsible for arranging the training through recommended training providers. In order to identify suitable training, staff will be guided by advice from medical professionals.

In addition, training on this policy will be conducted at least annually and on induction for new staff.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient.

Roles and Responsibilities

Pupils

Where appropriate for the child's age and stage of development, we will encourage them to:

- contribute towards their own health care plan
- manage their own medication (with supervision)
- follow school rules and procedures, including those relating to allergy awareness
- show kindness and respect towards children who have medical needs

Staff

It is the responsibility of all staff, including temporary and supply staff, to

- follow the health and care plans of children they are working with
- where directed, undertake first aid training, allergy awareness training and other training appropriate to the needs of the children they are supporting
- remind children of school rules, such as those relating to allergy awareness, as appropriate

Any member of staff may be asked to administer medication but

Class Teachers

It is the responsibility of Class Teachers to

- liaise with parents/carers regarding the medical and health needs of pupils in their class, including for reintegration meetings
- contribute to health care plans where appropriate
- ensure a “one-page” summary of class needs is accessible for cover staff, including supply staff
- consider children’s medical needs when planning activities, including offsite visits, and ensure that risk assessments are completed
- ensure that children’s medication is taken on off-site visits

Medical and Allergy Lead

It is the responsibility of the Medical and Allergy Lead to

- liaise with parents/carers to make arrangements for meeting the needs of pupils with medical conditions, including ensuring medication is provided where necessary
- support transition between settings by liaising with staff from nurseries and other schools where relevant
- regularly check expiry dates of medication and medical equipment
- keep appropriate staff informed of pupils’ needs (where permission has been given from parents/carers)
- ensure medical posters and health care plans are kept up to date
- liaise with other staff such as the Class Teacher, SENCo and/or catering staff where relevant
- keep records of staff training
- communicate procedures and updates to parents/carers and staff

SENCo

It is the responsibility of the SENCo to

- ensure that individual health care plans are linked to/include SEN support plans
- in collaboration with the Deputy Head and other staff, ensure that all children are included in off-site visits

Deputy Head

It is the responsibility of the Deputy Head to

- ensure staff have suitable training that is updated in line with statutory requirements. This training should include: first aid, allergy awareness and epi-pen training, as well as any training relevant to the needs of specific children
- train staff on this policy, including refresher training and staff inductions for new staff
- in collaboration with the SENCo and other staff, ensure that all children are included in off-site visits
- ensure, where relevant, that risk assessments include details on how to support children with medical conditions

Headteacher

It is the responsibility of the Headteacher to

- ensure this policy is implemented consistently throughout the school
- ensure appropriate insurance is in place and that staff are aware of this
- ensure funding is allocated for staff training
- ensure all staff are aware of this policy and its contents
- make this policy available to parents and carers

Parents

It is the responsibility of parents to

- communicate their child's needs to the school as soon as possible
- liaise with school staff to set up plans of support where necessary, including plans for supporting reintegration after long-term absence
- give consent for sharing information where the child's health depends on this
- follow the school's Attendance Policy
- provide adequate, in-date medication to the school where necessary (where this includes auto-immune injectors, to ensure that two are provided)
- encourage their child to take responsibility for their own health management (where appropriate for the child's age and stage of development)

Governors

It is the responsibility of governors to

- oversee this policy
- ensure funding is allocated for staff training
- understand how this policy relates to government guidance
- support the head teacher in carrying out this policy

Complaints

If you are dissatisfied with the support provided to a pupil with medical conditions, you should discuss your concerns with your child's class teacher in the first instance. If for whatever reason this does not resolve the issue, please contact the Key Stage Lead or SENCo. If you remain dissatisfied, please contact the Deputy Head. If the issue remains unresolved, you may make a formal complaint in line with Oakwood School's Complaints Policy and Procedures.

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.

This policy should be read in conjunction with the following documents:

- Attendance Policy
- Complaints Policy and Procedures