White Court School

Policy for Supporting Children at School with Medical Conditions

This policy complies with the statutory requirement laid out in the Children and Families Act 2014

Approved by:	Full Governing Body	**Date:** November 25	
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White Court School

Policy for Supporting Children at School with Medical Conditions

1. Policy Statement

- The Children and Families Act 2014 includes a duty on schools to support children with medical conditions so they can have full access to education, including school trips and physical education.
- Where children have a disability, the requirements of the Equality act 2010 will also apply. Where children have an identified special need, the SEND Code of Practice will also apply.
- Any adjustments must be planned and put in place in advance so that pupils can access school trips, visits or sporting activities.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- At White Court School we recognise that medical conditions may impact on social and emotional development as well as having educational implications.
- Our school will build relationships with healthcare professionals and other agencies in order to support effectively pupils with medical conditions.
- When a pupil is unable to attend school due to their medical needs, the school will seek and follow advice from all relevant agencies, including Health, EP service, ECC Attendance Team and the SEND Quadrant Team.
- If necessary a medical referral will be made to the Education Access Team who will consider the referral and commission appropriate support through one of their approved providers.
- Where a referral is agreed, Education Access will work with the school, family and pupil to determine the most appropriate support. The aim will be to encourage a return to school as soon as the pupil is well enough.

2. ROLES AND RESPONSIBILITIES

Mrs Sara Shambrook is responsible for children with medical conditions.
She is responsible for:

- Informing relevant staff of any medical conditions
- Arranging suitable training for identified staff, and ensure it is not the responsibility of just one member of staff to carry out the procedure. Trained staff will have access to relevant Health Care Plans
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessment for school visits and other activities outside of the normal timetable eg including a sporting event
- Developing, monitoring and reviewing Individual Healthcare Plans at least annually
- Working together with parents, pupils, school staff, healthcare professionals and other agencies

The **Governing Body** is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.
- The governing body should ensure that school staff who support children with medical conditions are able to access information and other teaching support materials as needed.

The **Headteacher** is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured

Parents/Carers should:

- Provide school with up-to-date information about their child's medical needs including details of any health professional who are involved with their child.
- Be involved in the development and review of their child's healthcare plans. And maintain effective communication with the education setting to identify any changes in the child or young person's condition.
- Must ensure they or another nominated adult are contactable at all times

Pupils should**:**

- Be fully involved in discussions about their medical needs, contribute and comply with their healthcare plan
- Have opportunities to express their own thoughts and feelings about their need and provide their consent for each care procedure when appropriate to do so.

Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in Individual Healthcare Plans
- Working with the Senior Leadership Team, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance
- Receive sufficient and suitable training and achieve the necessary level of competence before they take on responsibility to support children with medical conditions.
- Knowing what to do if any child with medical conditions needs help.

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.

Healthcare professionals/ school nurse are responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school.
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.

The Local Authority and Clinical Commissioning Group (CCG's)

- Must make joint commissioning arrangements for children with medical needs and have a duty to promote cooperation between relevant partners. This will include commissioning school nurses,

providing support and advice for education settings or providing alternative arrangements for children who are not able to attend education setting for medical reasons.

3. PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION

- Mrs Sara Shambrook will liaise with relevant individuals, including as appropriate: parents, the individual pupil, health professionals and other agencies to complete a risk assessment and decide on the support to be provided for the child
- The risk assessment will identify; any risks around the healthcare needs of the child; control measures to manage the risks; training needs; measures in place to maintain the privacy and dignity of the child; all environments the child may access whilst at school.
- Where appropriate, an Individual Healthcare Plan will be drawn up
- Appendix C outlines the format for Individual Healthcare Plans at White Court School

4. INDIVIDUAL HEALTHCARE PLANS (IHCPS)

- An IHCP will be written for pupils with a medical condition that is long term and complex.
- The healthcare plan will be developed in partnership between the school, parents, child and relevant healthcare professionals who can advise on the child's case.
- Healthcare Plan will include:
    - the medical condition, triggers, signs, symptoms and treatments the pupil's needs and the impact on the child, including:
    - details of any medication needed, storage and disposals of medication, dose and method of administration
    - clinical procedures that need to be carried out, by whom, when and how
    - any tests that need to be undertaken and action to be taken depending on the results e.g. diabetes care
    - what training is required and how this will be provided
    - description of what constitutes an emergency and what action should be taken
    - written permission from parents that the medication can be administered either by a member of staff or self-administered by the pupil
    - facilities and equipment
    - plans that need to be put in place for testing/exams (if appropriate), school trips and other activities outside the school timetable
    - access to food and drink where this is used to manage their condition and any dietary requirements
    - environmental issues, e.g. crowded corridors, travel time between lessons;
    - support for the pupil's educational, social and emotional need
- The plan will keep the pupil's best interests in mind.
- Parents are asked to inform the setting of any changes in advice from healthcare. Individual Healthcare Plans will be reviewed annually, or earlier if evidence is provided that a child's needs have changed
- Where a child has SEND but does not have an Education Health and Care plan, their special educational needs will be mentioned in their Individual Healthcare Plans
- Schools can apply to the quadrant resourcing panels for an Individual Pupil Resourcing Agreement (IPRA) for additional resources for a child with medical needs. This funding will be reviewed on an annual basis for continuation. For children with a severe or complex medical need a referral can be made to the Physical and Neurological Impairment (PNI) Service for advice.

5. ADMINISTERING MEDICINES

- **Written consent** from parents/carers must be received before administering any medicine to a child at school
- Medicines will only be accepted for administration if they are:
    1. Prescribed
    2. In-date
    3. Labelled
    4. Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
    5. The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.

NB- Prescription Only Medicine (POM) may not be administered in a school or early years setting unless they nave been prescribed for a child by an Appropriate Practitioner eg doctor, dentist, nurse or pharmacist.

Medicines that can be bought over-the-counter (non-prescription do NOT need an appropriate practitioner's prescription and they do NOT need pharmacy labels).

From 1st October 2014, legislation on prescription only medicines changed to allow schools to buy salbutamol inhaler, without a prescription, for use in emergencies.

From 1st October 2017, legislation on prescription only medicines changed to allow schools to buy adrenaline auto-injector devices, without a prescription, for use in emergencies.

TWO AAIs should be prescribed per patient and the patient should be advised to carry them both with them at all times.

- A short course of medication - The parent/carer should give the medicine to a member of staff on arrival at school office, and **complete Form B.** (This medication will only be given in school if it has been prescribed for four times a day)
- Long Term medication which is held in school such as inhalers which may be stored in the Main School Office. **Form A should be completed.**
- Medicines should be stored safely. Children should know where their medicines are at all times.
- Within White Court School, the designated members of staff to be in charge of medicines are – Office Staff - Mrs E Gardner, Mrs L Kelly, Mrs E Owen, Mrs E Jones, Mrs C Devonshire.
- Written records will be kept of the medicines brought into school, and the administration of all medicines, stating the date, time, child's name and dosage given.
- Unused medicines and empty containers will be returned to the parent/guardian as soon as possible.
- In specific situations, pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication

6. EMERGENCY PROCEDURES

A copy of this information will be displayed in the school office

- If needed a proforma to request an Ambulance for specific children, will be kept by the telephone in the office.
- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
    1. The school's telephone number:
    2. Your name
    3. Your location: [School address]

4. Provide the exact location of the patient within the school
5. Provide the name of the child and a brief description of their symptoms
6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient

- Ask office staff/Caretakers Site Staff to open relevant gates for entry
- Contact the parents to inform them of the situation
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

7. ACTIVITIES BEYOND THE USUAL CURRICULUM

- Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum
- When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate

8. UNACCEPTABLE PRACTICE

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner.

- preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assuming that every child with the same condition requires the same treatment
- ignore the views of the child or their parents/carers; or ignore medical evidence or opinion, (although this may be challenged)
- sending children with medical conditions home frequently 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, sending them to the school office unaccompanied or with someone unsuitable
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- requiring parents/carers, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school

9. INSURANCE

- The school has an insurance policy. Certain medical procedures carried out in school, require a higher level of insurance. The levels of insurance are checked on at least a yearly basis.

10. COMPLAINTS

- An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance

- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure
- This policy will be reviewed annually and shared with the school Governors. It will be monitored for its effect on different racial groups.
- If a problem arises, the school will contact the parent/carer for advice, the school nurse (01376 567017) or NHS Advice using the 111 service.
- Also, please refer to the guidance 'Managing Medicines in Schools and Early Years Settings'

Appendices

Appendix A – **Form A** (Pink) - **Parental agreement for school to administer medicines long term which are held in school such as inhalers**

Appendix B – **Form B** (Green)- **Parental agreement for school to administer medicine short course.**

Appendix C - **Healthcare proforma**

Updated –November 2025

Appendix A- Pink Form for long term medication eg inhalers that are kept in school

White Court School

Parental agreement for school to administer medicine – Form A

The school will not give your child medicine unless you complete and sign this form.

Name of Child: _____

Date of Birth: _____

Group/Class/Form: _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container): _____

Date dispensed: _____

Expiry date: _____

Dosage and method: _____

Timing: _____

Special Precautions: _____

Are there any side effects that the school needs to know about? _____

Procedures to take in an Emergency: _____

Contact Details

Name: _____

Daytime Telephone No: _____

Relationship to Child: _____

Address: _____

_____

I understand that I must deliver the medicine personally to the school office and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date: _____

Signature(s): _____

Relationship to child: _____

Appendix B – Green Form for short term medication/ daily dose

Official Sensitive

White Court School

Parental agreement for school to administer medicine – Form B

The school will not give your child medicine unless you complete and sign this form.

Date _____

Child's Name _____

Class _____

Name and strength of medicine _____

Expiry date _____

How much to give (i.e. dose to be given) _____

When to be given _____

Any other instructions _____

Number of tablets/quantity to be given to school _____

Note: Medicines must be the original container as dispensed by the pharmacy

Daytime phone no. of parent/carer contact _____

Name and phone no. of GP _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: _____ Print Name: _____

If more than one medicine is to be given a separate form should be completed for each one.

Appendix C

Official Sensitive

White Court School

Individual Health Care Plan

Name of Pupil:	
Date of Birth	Class:
Medical diagnosis or condition:	

Photo

Describe condition and give individual's symptoms:
Daily care requirements:
Describe what constitutes an emergency, the action to take if this occurs, and by whom:
Additional NHS Health care Plan: Yes / No Separate Health Risk assessment: Yes / No
Arrangements for school activities/visits/trips:

Contact information:	Phone no
Family Contacts	
Clinic /Hospital contact	
GP	

Medication to be administered
Name of medication:
Dose
Method of administration: When to be taken:
Side effects:
Location / Storage of medication:
Other treatments:

Name of staff trained to administer pupils medication / involved in care:
Pupil to administer own medication: Yes / No
For Epilepsy; protocol in place for rescue medication: Yes / No
For anaphylaxis; protocol in place for rescue medication: Yes / No
Compiled by:

Health Care plan shared with:

Parents / guardian	Senco /First Aider
Class teacher	Year group - Teachers/LSA
Date:	**Review date:**