Medical Conditions Policy

Headteacher: Alison Field

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Chair of Governors: David Wright

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Policy agreed: September 2025

Due to be reviewed date: September 2026

Purpose

Sheepy Magna is an inclusive community that aims to support and welcome children with specific or complex medical conditions so that they are afforded the same opportunities as other pupils at the school.

Examples of health needs which fall into this category may include:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

Policy Guidelines

1) We will help to ensure that pupils can be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic well-being through the following:

- Sheepy aims to include all pupils with medical conditions in all school activities.
- Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.
- Sheepy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff have an understanding of the common medical conditions that affect children at this school.
- Staff receive additional training about any children they may be working with who have complex health needs.
- Staff and not pupils administer any medication that pupils may require throughout the day.
- The medical conditions policy is understood and followed by the whole school and local health community.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff have access to information about what to do in an emergency.

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

- Pupils are informed and reminded about keeping safe when dealing with medications through assemblies, enrichment days and in personal, social and health education (PSHE) classes.
- The policy is available on the school's website.

3) School staff are informed and regularly reminded about the school's medical conditions policy through:

- Staff meetings
- Medical conditions updates

- All supply and temporary staff are informed of any medical needs related to the children in their care and how to respond in emergencies

4) Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.

- Staff at Sheepy understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication such as the use of an epi-pen.
- Staff receive updates at least once a year and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives.

5) The school has clear guidance on the administration of medication at school

Administration – emergency medication

- This school will seek to ensure that pupils with medical conditions have easy access to their emergency medication.
- Sheepy will ensure that all pupils understand the arrangements for a member of staff to assist in helping them take their emergency medication safely.

Administration – general

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- At Sheepy, named staff can administer medicine such as calpol, or antibiotics for pupils with general conditions such as ear ache, chest infections or colds with the full permission of the person with parental responsibility.
- All use of medication for pupils with <u>specific</u> medical conditions will be agreed and will have the written consent of the pupil's parent. The administration of prescribed medicine will be done under the appropriate supervision of a member of staff unless there is an agreed plan for self-medication.
- Sheepy will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils with specific medical conditions.
- All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- This school understands the importance of medication being taken as prescribed and therefore do not allow for pupils to self-administer.

- Parents/carers at Sheepy understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A&E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

6) This school has clear guidance on the storage of medication at school

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is accessible only to those for whom it is prescribed

Safe storage – general

- Staff check the expiry dates for all medication stored at school each term (i.e. three times a year).
- Staff, along with the parents/carers of pupils with medical conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.

- Some medication for pupils at Sheepy may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Unsupervised pupils are not allowed access to the refrigerator used for the storage of medications.
- All medication (including blue inhalers) is sent home with pupils at the end of the school year.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal

- Parents/carers at this school are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- Staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are inaccessible to pupils and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

7) This school has clear guidance about record keeping for pupils with medical conditions

Admissions/Enrolment Forms

- Parents/carers at this school are asked if their child has any medical conditions. This applies to new pupils starting in Reception, as well as any new pupils who join the school. School collates the response and identifies those needing individual health plans.

Consent to administer medicines

- If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent giving the pupil or staff permission to administer medication on a regular/daily basis, if required.

Residential visits

- Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits where medication is required.

Record of Awareness Raising Updates and Training

- Sheepy holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receives updates. The School Nursing Service will provide updates if the school request this.
- All school staff who volunteer or who are contracted to administer emergency medication are provided with training. The school keeps a register of staff that have had the relevant training, it is the school's responsibility to arrange this.
- School should risk assess the number of first aiders it needs and ensure the first aiders are suitably trained to carry out their responsibilities.
- This 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.

8) Sheepy Magna is committed to providing a curriculum and 'learning' environment that is as accessible as possible to pupils with medical conditions.

Physical Environment

- Sheepy's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this may sometimes mean changing activities or locations.

Social interactions

- Sheepy Magna ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- Sheepy ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at Sheepy are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- Sheepy understands the importance of all pupils taking part in sports, games and activities.
- This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil report they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- Sheepy Magna ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator.
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Risk Assessments

- Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- Sheepy understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

9) This school is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.

- Sheepy is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

10) Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- Sheepy works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

- The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors have a responsibility to:

- Ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- Make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated.
- Ensure that the school has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.

The Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors.
- Ensure every aspect of the policy is maintained.
- Ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings.
- Monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders.
- Report back to governors about implementation of the health and safety and medical conditions policy.
- Ensure through consultation with the governors that the policy is adopted and put into action

All school staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Call an ambulance in an emergency.
- Understand the school's medical conditions policy.
- Know which pupils in their care have a complex health need..
- Know the school's registered first aiders and where assistance can be sought in the event of a medical emergency.
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school.
- Ensure pupils who need medication have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact these can have on pupils.

- Ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- Follow universal hygiene procedures if handling body fluids.
- Ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Care Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff have an additional responsibility to also:

- Ensure pupils who have been unwell have the opportunity to catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENDCO.
- Liaise with parents/carers, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities sure as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

The School Nurse or healthcare professional has a responsibility to:

- Help provide regular updates for school staff in managing the most common medical conditions at school at the schools request
- Provide information about where the school can access other specialist training.

First aiders have an additional responsibility to:

- Give immediate, appropriate help to casualties with injuries or illnesses when necessary ensure that an ambulance is called.
- Ensure they are trained in paediatric first aid.

Special educational needs and disabilities coordinators have the additional responsibility to:

- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

Pupils have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.

Parents/carers have a responsibility to:

- Tell the school if their child has a medical condition or complex health need.
- Inform the school about the medication their child requires during school hours.
- Inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Ensure that the school has full emergency contact details for them.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Have completed/signed all relevant documentation.

11) The medical conditions policy is regularly reviewed evaluated and updated.

- Sheepy Magna's medical condition policy is reviewed, evaluated and updated annually.
- The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Further advice and resources

The Anaphylaxis Campaign

PO Box 275

Farnborough

Hampshire GU14 6SX

Phone 01252 546100

Fax 01252 377140

info@anaphylaxis.org.uk

www.anaphylaxis.org.uk

Diabetes UK

Macleod House

10 Parkway, London NW1 7AA

Phone 020 7424 1000

Fax 020 7424 1001

info@diabetes.org.uk

www.diabetes.org.uk

Long-Term Conditions Alliance

202 Hatton Square

16 Baldwins Gardens

London EC1N 7RJ

Phone 020 7813 3637

Fax 020 7813 3640

info@ltca.org.uk

www.ltca.org.uk

Asthma UK

Summit House

70 Wilson Street

London EC2A 2DB

Phone 020 7786 4900

Fax 020 7256 6075

info@asthma.org.uk

www.asthma.org.uk

Epilepsy Action

New Anstey House

Gate Way Drive

Yeadon

Leeds LS19 7XY

Phone 0113 210 8800

Fax 0113 391 0300

epilepsy@epilepsy.org.uk

www.epilepsy.org.uk

Council for Disabled Children

National Children's Bureau

8 Wakley Street

London EC1V 7QE

Phone 020 7843 1900

Fax 020 7843 6313

cdc@ncb.org.uk

www.ncb.org.uk/cdc

RECORD OF MEDICATION

Date	Pupil's name	Time	Name of medication	Dose given	Any restrictions	Name of staff administering/overseeing medication	Signature of staff member

SHEEPY MAGNA CE PRIMARY SCHOOL STAFF TRAINING RECORD - MEDICAL

Name of member of staff	Training received	Date	Training provider	Suggested date for update training

CONTACTING EMERGENCY SERVICES

Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number **01827 880395**

2. Give your location as Sheepy Magna CE Primary School

Main Road

Sheepy Magna

Atherstone

Warks

3. State the postcode CV9 3QR

4. Give the exact location of the person needing help

5. Give your name

6. Give the name of the person needing help

7. Give a brief description of the person's symptoms and any known medical conditions

8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil

9. Don't hang up until the information has been repeated back to you

10. Ideally the person calling should be with the child, as the emergency services may give instructions for first aid and medication

11. Never cancel an ambulance once it has been called