



St Mary's Church of England Primary School
Established 1845

Medical Management Policy

Date Implemented: February 2025

Approved by: Laura Scrivens (Chair of Governors)

Person Responsible: Peter Kyles (Principal)

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities
- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare action plans (IHAPs)
- Medical opinion/help is sort when required

The named person with responsibility for implementing this policy is Peter Kyles (Principal).

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Principal

The Principal will:

- Make sure all staff are aware of this policy and understand their role in its implementation. A copy will be placed on the website.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHAPs), including in contingency and emergency situations

- Take overall responsibility for the development of IHAPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service or early help in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

All staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so. At St Mary's all teaching staff have pediatric first aid training. Certificates will be renewed in January 2024 and will be displayed in the medical area. All staff are EpiPen trained.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- 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 IHAP (Individual Health Care Action Plan) and will be involved in its drafting
- Carry out any actions they have agreed to as part of the implementation of the IHAP e.g. provide medicines and equipment. Plans are displayed in the relevant classrooms

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They are also expected to comply with their IHAPs.

3.6 Healthcare professionals

The school will liaise with healthcare professionals, such as GPs and pediatricians, and notify them of any pupils identified as having a medical condition. Contacts and Doctors information is displayed on ScholarPack.

4. Equal opportunities

Our school is clear about the need to include/actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities & forest school.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted if required.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHAP.

The school will make every effort to ensure that arrangements are put into place by the beginning of the relevant term.

6. Individual healthcare Action Plans

The Principal has overall responsibility for the development of IHAPs for pupils with medical conditions. Plans will be reviewed at least termly, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out triggers/problems and what needs to be done. These plans are held by lead teachers in the classroom and a copy is available in the Office.

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Principal will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHAPs will be linked to, or may become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and Principal have responsibility for developing IHAPS. They will consider the following when deciding what information to record on IHAPS:

- 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.

- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counseling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication (inhalers), this will be clearly stated with appropriate arrangements for monitoring.
- ANUBIS pediatrics training for all occurs triennially, needs and expectations of staff role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional is available.
- All in the school need to be aware of the pupil's condition and the support required
- Arrangements for permission from parents and the principal 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 pupil can participate, e.g. risk assessments. A blue ASTHMA bag is taken on all school trips.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements.

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written or verbal consent

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents are asked on entry to the school if staff can administer CALPOL. Parents will always be contacted and kept informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately with staff supervision. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away. Medicines will also form part of a first aid kit during swimming and outdoor trips.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

8. Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHAPs.

Pupils in the Upper Juniors will be allowed to carry their own medicines (inhalers) and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHAP and inform parents so that an alternative option can be considered, if necessary.

9. Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHAP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- 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 IHAPs
- If the pupil becomes ill, send them to the school office unaccompanied or with someone unsuitable
- Penalise pupils 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 pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs

- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling pupils Doctor, 999 or 111). All pupils' IHAPs will clearly set out what constitutes an emergency and will explain what to do.

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

9. Training

All Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHAPs. All staff that provide support to pupils with medical conditions will be included in meetings where this is discussed.

ANUBIS will lead on the level of training required and will agree this with the Principal Training. All training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils. Pediatric First Aid Certificate.
- Fulfil the requirements in the IHAPs. All teaching staff epi-pen trained (Sept 2020 & October 2022). The school has two dummy epi-pens.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures (See ANUBIS manual)

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school (MIS ScholarPack). Folder in the officer with current IHAP.

IHAPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

School Insurers are: Zurich Municipal

Policy Number: KSC-242093-7383

Public Liability and Employers Liability Insurance until the policy expiry on 31/07/2025.

Where a child has a medical condition requiring the administration of any medication parental permission is required in writing or verbally to the Principal.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Principal Mr. Peter Kyles in the first instance. If the Principal cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every 2 years.

14. Links to other policies

This policy links to the following policies:

- > Complaints
- > Equality information and objectives
- > First aid
- > Health and safety
- > Safeguarding
- > Special educational needs information report and policy

Appendix 1: Being notified a child has a medical condition

