Medical Policy - Including Supporting Children with Medical Conditions and Administration of Medicines

Clipstone Brook Lower School

This policy is in line with DfE "Supporting pupils at school with medical conditions" (Dec 2015)

Date Policy Written	October 2026
Written by	Mandy Pake (Inclusion Coordinator)
Review Cycle	Annual basis or sooner if required
Ratified by Governing Board on	
Next Review Due	October 2027
This policy must be read in conjunction with	SEND Policy Equality Policy Child Protection and Safeguarding Policy Intimate Care Policy Health and Safety Policy First Aid Policy Allergen and Anaphylaxis Policy (Benedict's Law)

At Clipstone Brook Lower School we work to ensure that all children with medical conditions receive the appropriate care and support to enable them to remain well, be fully included in all elements of school life and make progress alongside their peers.

The Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at the school with medical conditions. Pupils with medical conditions cannot be denied admission or excluded from school on medical grounds alone unless accepting a child in school would be detrimental to the health of that child or others. The aim of this document is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role and achieve their potential.

Scope of the Policy

The procedures in this policy apply to all employees.

This policy should be read in conjunction with the relevant statutory guidance; **Supporting pupils at school with medical conditions (2015)**, which provides greater detail regarding notification and individual healthcare plans and with the school's Intimate Care Policy and First Aid Policy.

All staff will be expected to have an awareness of those children with medical conditions and how to respond in an emergency. If staff are in doubt they should call 999 and ensure the pupil is not left unattended.

This policy will form part of the induction arrangements at ClipStone Brook Lower School.

Definition of Medical Needs

A pupil's medical needs can be summarised as being of two types:

- Short-term – affecting their participation in school activities while they are on a course of medication or following an injury
- Long-term – potentially limiting their access to education and requiring additional care or support, including a Healthcare Plan

Roles and Responsibilities

At Clipstone Brook Lower School we recognise that supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working arrangements and working in partnership will ensure that the needs of pupils with medical conditions are met effectively.

The Governing Body will ensure:

- That the school develops and implements a policy for supporting pupils with medical conditions
- That suitable accommodation for the care of pupils with medical conditions is available.
- That sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions
- Ensuring that all staff receive allergy and anaphylaxis training at least annually
- That the appropriate level of insurance is in place to cover staff providing support to pupils with medical conditions

The Headteacher will ensure:

- That the school's policy is developed and effectively implemented with partners
- That all staff are aware of the policy and understand their role in its implementation
- That sufficient numbers of staff are available to implement the policy and deliver all Individual Healthcare Plans, including in emergency and contingency situations.

The Headteacher has the overall responsibility for the development of Individual Healthcare Plans. The day to day management of these is carried out by the Inclusion Coordinator. The Headteacher will make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. The Inclusion Coordinator will contact the school nursing service in the case of any child who has a medical condition that may require support at school.

Public Liability Insurance is provided by the DfE Risk Protection Arrangement (RPA) for Schools.

School Staff:

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administration of medicines and intimate care, although they cannot be required to do so unless it is covered within their Job Description. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. They will need to specifically consider these needs when arranging school trips and formulating risk assessments.

All members of staff should know who to contact, what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The Inclusion Coordinator, is responsible for arranging staff training and ensuring that all relevant staff are made aware of the child's medical condition. Staff training is reviewed on a termly basis, or sooner if new medical needs emerge or there are changes in staffing.

Minor injuries can be treated by any member of staff if they are comfortable to do so. Appropriately trained staff can use epipens, inhalers, apply topical medicine and provide other medical support covered for example within a First Aid certificate or where appropriate training has been provided. When supporting a child with a specific medical need, for example diabetes or epilepsy, appropriate training would be provided by medical professionals. School staff may also be asked to provide other support, for example; assisting with feeding, including enteral feeds, or toileting, including changing colostomy bags and catheterisation.

Medication must be administered as prescribed by a medical professional. All staff members are able to administer short-term medication, following the dosage given on the pharmacy label. Any administering of medication, whether short term or long term, will be checked and witnessed by a second staff member.

A pupil taken by ambulance to hospital will be accompanied by a member of staff who will stay with the child until a parent or carer arrives.

In accordance with **Benedict's Law (2026)**, Clipstone Brook Lower School is committed to maintaining a safe and proactive environment for all pupils and adults at risk of severe allergic reactions. All school staff undergo mandatory annual allergy awareness and emergency response training, and the school holds spare in-date Adrenaline Auto-Injectors (AAIs) on site that can be administered to any individual experiencing an anaphylactic emergency. Because statutory guidance mandates that a general medical conditions policy cannot substitute for a dedicated allergy policy, **all staff members are required to read the standalone**

Whole-School Allergen and Anaphylaxis Policy (published on the school website and cross-referenced in this document) for full operational protocols, AAI storage procedures, and emergency response guidelines.

Any staff member is able to administer the Automated External Defibrillators (AED) as directed by 999 and in line with the manufacturer's instructions. The school AED is located in the school foyer opposite the black sofa. A number of key staff members have received training in the use of this, as it is recognised that individuals who have received training will feel more confident in using the AED should the need arise. However, in-line with the guidance "Automated External Defibrillators (AEDs) A Guide for Schools" (Oct 2019), "untrained bystanders should not be discouraged from using an AED should an emergency arise". Wherever possible, this would be used by those members of staff who have had full training, however, administration will not be delayed if a fully trained staff member is not on the scene and the direction has been given by 999.

At times, staff may also be required to aid a child in leaving the building as part of an emergency evacuation. The child could require assistance as a result of a temporary injury, such as a broken leg, or due to an ongoing medical condition. Personal Emergency Evacuation Plans (PEEPs) will be in place wherever this is required and these will be shared with staff. We recognise that where a child is unconscious, or experiencing a seizure, they should not be moved unless it is an emergency situation and not moving them poses a great risk, for example in a fire. Staff working alongside children where such intervention may be necessary, for example those experiencing frequent seizures, will receive training in the safe use of the carry sheet, which will be implemented as part of the child's PEEP.

Healthcare Professionals:

School nurses are responsible for notifying the school when a child has been identified as having a medical condition which will require support at school. School nurses may support staff on implementing a child's Individual Healthcare Plan and provide training, advice, and liaison.

Other healthcare professionals, including GPs and paediatricians notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. If the school is notified directly, the Inclusion Coordinator will make contact with the School Nursing Team to ensure that they are aware of the child's needs.

Pupils:

Pupils will be fully involved in discussions about their medical support needs and will contribute as much as possible to the development of their individual healthcare plan since they know best how their condition affects them. Other pupils in the school will be encouraged to be sensitive to the needs of those with medical conditions.

Parents/Carers:

Parents/carers will provide the school with up-to-date information about their child's medical needs. They will be involved in the development and review of their child's individual healthcare plan. They will carry out any action they have agreed to as part of the implementation and ensure they or another nominated adult are contactable at all times.

As appropriate, parents/carers should be encouraged to support their child in learning for example to self-catheterise, monitor their own blood sugar levels, administer their own insulin. This is not an exhaustive list.

Where possible parents/carers should be encouraged to request that medication is prescribed in dose frequencies which enable it to be taken outside of school hours, particularly for short term medication.

Parents/Carers are expected to:

- Provide completed written and signed instructions for prescribed medicines to enable school to administer them
- Hand any medicines in to the school office and complete an administering medication form
- Provide agreed quantities of medication at a time
- Renew any medication when supplies are running low or due to expire
- Ensure that the medication supplied is within expiry date and has the pharmacy label clearly attached
- Notify the school in writing if the child no longer needs their regular medication
- Complete the updated medical form annually, including a consideration of consent for use of the school's epipen in an emergency (only relevant for those children who have their own epipen).

Other Agencies:

Local authorities should work with schools to support pupils with medical conditions to attend full time.

Health services can provide valuable support, information, advice and guidance to schools and their staff to support children with medical conditions at school. Clinical commissioning groups (CCGs) should ensure that commissioning is responsive to children's needs and that health services are able to cooperate with schools supporting children with medical conditions.

Staff Training and Support

Any member of Clipstone Brook Lower School staff providing support to a pupil with ongoing medical needs will receive suitable training. Staff must not undertake healthcare procedures without appropriate training. Healthcare professionals, including the school nurse can provide confirmation of the proficiency of staff in a medical procedure.

When giving short term prescription medicines, all staff are expected to follow guidance on the medicine label and the short term administration form completed by the parents. Each time the medication is given, details will be recorded on the form and witnessed by a second staff member.

Staff must not send a child who becomes ill to the school office or medical room unaccompanied or with another child.

Pupils competent in managing their own health needs will be allowed to carry their own medicines and devices if that does not pose a risk to other pupils. Younger pupils or those not deemed competent to manage their own health needs should know where their medicines and relevant devices are.

The school will make arrangements for whole school awareness training so that all staff, including new staff, are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. This training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. Parents can also contribute by providing specific advice.

Record Keeping:

The Governing Body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Governors will check administration of medication records periodically. Parents will be informed if their child has been unwell at school.

Healthcare Plans

Individual healthcare plans are used to help effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom.

When the school is notified that a pupil has a healthcare plan we will liaise with medical professionals, parents and pupils to ensure appropriate provision is in place for the pupil. Decisions will be made about transition arrangements, staff training and support and these will be under constant review in line with the needs of the child. All healthcare plans will be reviewed annually or as advised by medical professionals.

A master copy of all healthcare plans will be stored in the school office and two copies will be given to class teachers for the pupils in their class (one to be kept in the classes yellow Medical/SEND folder, and one in the classes green medical bag).

Managing medicines on the school premises

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Short term medication will only be given in school when the prescribed dose is to be given more than three times daily. This would not apply if the pharmacy label states a specific time of day that a dose must be given then. In these cases, the medication would be given at school.

Clipstone Brook Lower School will only administer medication provided by parents/ carers that has been prescribed by a medical professional.

No child will be given medicines without their parents' written consent.

Clipstone Brook Lower School will only accept prescribed medication that are in-date, labelled and provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pump, rather than in its original container). Medicines will only be accepted at the school office (not the classroom door) from an adult, who will be asked to complete and sign a consent form for medicine administration.

Where a child attends an after school club, prescription medication will be given if the appropriate consent forms are completed and if it is not possible for the dose to be administered once the child is collected. For those children attending school extracurricular clubs, it remains the responsibility of the parent to collect the medication at the end of the club time. As relates to all medications in school, staff will only administer medications prescribed to the child, where the original pharmacy label is in place and where a consent form has been completed.

All non-refrigerated medicines will be stored safely in the medical room. Any medication requiring refrigeration will be stored in the fridge in the staff room. Inhalers, epipens, and topical medicines are kept in 'green bags' in a specified cupboard in the relevant child's classroom. Children should know where their medicines are at all times and be able to access them immediately. The school will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will

have access. Controlled drugs should be easily accessible in an emergency (A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so; however passing it on to another child for use is an offence. Monitoring arrangements may be necessary in such cases). Controlled drugs must be signed out by staff and this witnessed and checked by a second member of school staff.

Staff administering a controlled drug must do so in accordance with the prescriber's instructions. The school will keep a written record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects should also be noted.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. As appropriate, older pupils may carry devices and medicines with them whilst for younger pupils these will be stored appropriately and where the class teacher, Learning Support Assistant and other appropriate staff and child know how to access them.

If a pupil refuses to take medication or carry out a necessary procedure then they will not be forced to by staff. The procedure agreed in the individual healthcare plan should be followed and the parent/carer informed.

Sharp boxes should always be used for the disposal of needles and other sharps. When no longer required, medicines should be returned to the parent to arrange the safe disposal. Medication that is no longer required or that is out of date will not be allowed to accumulate.

Day Trips, Residential Visits and Sporting Activities

All staff at Clipstone Brook Lower School are aware that risk assessments need to be completed for trips of any kind, including sporting activities. Part of formulating risk assessment will include a consideration of medical needs and what additional provision, if any, is required. This will be written in conjunction with, or checked by, the Inclusion Coordinator. For children with an Individual Healthcare Plan, we may also liaise with parents or healthcare professionals as part of this process, particularly for residentials. We recognise the importance of detailed provision to enable all children with medical needs to participate fully and safely in school trips. Reasonable adjustments will be made to ensure the arrangements are flexible enough to facilitate pupils with medical conditions and allow them to participate in activities, unless a clinician states it is not possible.

During school trips, the adult who is responsible for children in their group who require medical devices and medicines will carry them at all times so they are readily accessible and available. If a child has an Individual Healthcare Plan, a copy of this will also be taken on any trips, along with any additional risk assessment that is in place.

Although, in school, we only administer medication that has been prescribed by a medical professional, additional arrangements will be put in place when children are attending school trips/ residentials. In these cases over the counter medications (for example for travel sickness or hayfever) will be given where the consent form for medicine administration has been signed and completed.

Unacceptable Practices

Clipstone Brook Lower School follows the Department for Education guidelines which identifies that it is **not** generally **acceptable** 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 medical evidence or opinion (although this may be challenged) or ignore the views of the child or their parents.
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in the Individual Healthcare Plan.
- If the child becomes ill send the child 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 make them feel obliged to attend school to administer regular medication or provide medical support to their child, 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 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.

Complaints Procedures

We aim to work in partnership with parents/carers to meet medical needs within school. Should a parent/carer or pupil be dissatisfied with the support provided we ask that they discuss their concerns directly with staff who will endeavour to address these. If for whatever reason this does not resolve the issue a complaint can be made via the school's complaint procedure.

Key Staff in relation to students with Medical Needs

Sarah Orr - Headteacher
Louise Thompson - Assistant Headteacher
Mandy Pake - Inclusion Coordinator and SENCO
Sam Gale - Family Worker