SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL

Compassion, Courage & Respect

Supporting Children with Medical Conditions Policy

VISION STATEMENT

Our **vision** for Silchester is for **everyone to flourish**.
Our school is a place of love, of belonging and family.
We have a heart for people, inspiring everyone to be the best version of themselves:
for themselves, for others, for our community and for our world.
With our roots deeply embedded and nourished by our Christian values, we will **thrive together**.
We will reach out to each other, our community and the wider world with *Compassion* in our hearts.
We will live bravely, showing *Courage* to keep going when facing challenge.
We will *Respect* ourselves and others, embracing everyone's unique gifts,
and value the contribution that we can all bring to God's world.

Last Reviewed :- June 2026
Date of Next Review :- June 2029

Introduction

Silchester C.E. (Aided) Primary School will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. Our aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is our policy to ensure that medical information, with the exception of care plans, is treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the 'Supporting pupils at school with medical conditions' document. All staff have a duty of care to follow and co-operate with the requirements of this policy. We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Key roles and responsibilities

The Governing Body is responsible for ensuring:

- Arrangements are in place to support pupils with medical conditions
- The policy is developed in consultation with other services, clearly identifies roles and responsibilities and is implemented effectively
- This policy does not discriminate on any grounds
- The policy covers arrangements for pupils who are able to manage their own health needs

- All pupils with medical conditions are able to play a full and active role in all aspects of school life. They are able to participate in school visits, trips and sporting activities and achieve their academic potential
- That relevant training is delivered to a sufficient number of staff who will have the responsibility of supporting children with medical conditions. These staff must be able to access information and other teaching support materials as needed
- Written records are kept of any and all medicines administered to pupils
- The policy sets out procedures in place for emergency situations
- The level of insurance in place reflects the level of risk
- Complaints regarding this policy are handled as outlined in the school's Complaints Policy

The Headteacher is responsible for:

- Ensuring the school's policy is developed effectively with partner agencies
- Ensuring all staff are aware of the policy and understand their role in its implementation
- The day-to-day implementation and management of the policy and procedures
- Liaising with healthcare professionals regarding the training required for staff
- Identifying staff who need to be aware of a child's medical condition
- Developing Individual Health Care plans (IHPs)
- Ensuring a sufficient number of trained staff are available to implement the policy and IHPs in normal, contingency and emergency situations.
- Ensuring the correct level of insurance is in place for staff who support pupils in line with this policy
- Contacting and liaising with the school nursing service in the case of a child who has or develops an identified medical condition
- Ensuring confidentiality and data protection
- Identifying appropriate accommodation for medical treatment or care
- Holding anti-allergy medications and a salbutamol asthma inhaler for emergency use

Teachers and Support Staff are responsible for:

- Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help
- Knowing where pupils' care plans are stored
- Knowing where controlled drugs are stored and where the key is held
- Taking account of the needs of pupils with medical conditions in lessons
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location following DfE guidance
- Ensuring an 'Emergency Box' containing snacks recommended by nursing staff for pupils with diabetes is available. Monitoring the contents regularly and informing parents if the contents are out of date or missing

School Nursing service are responsible for:

- Working with the school to develop an IHP in anticipation of a child with a medical condition starting school
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs
- Liaising with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training

Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes in their child's health
- Participating in the development and regular reviews of their child's IHP
- Completing a parental consent form to administer medicine or treatment before bringing medication into school
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine
- Carrying out actions assigned to them in the IHP
- Ensuring they or a nominated adult can be contacted at all times

Pupils are responsible for:

- Providing information on how their medical condition affects them
- Contributing to their IHP
- Complying with their IHP.
- Self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents. The healthcare plan will reference what will happen should a child who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).
- Where possible we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their healthcare plan.

Identifying children with health conditions

The school aims to identify children with medical needs on entry by working in partnership with parents/ carers and following the process outlined in the document 'Process for identifying children with a health condition' produced by the Southern Health School Nursing Team in conjunction with the Children's Services Health and Safety Team.

We will use the 'Health Questionnaire for Schools' (Appendix A) to obtain the information required for each child's medical needs to ensure that we have appropriate arrangements in place prior to the child commencing at the school to support them accordingly.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

Individual Health Care Plans (IHPs)

An IHP will be developed where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.

Where necessary IHPs will be:

- Written by the Headteacher in collaboration with the Special Educational Needs Co-ordinator (SENCo), parents/carers, the pupil and healthcare professionals
- IHPs will be easily accessible to all relevant staff, including supply/agency staff whilst preserving confidentiality. Consent will be sought from parents for their child's photo and emergency procedures

to be displayed in the staffroom if they have a potentially life threatening condition
- The school will use the individual healthcare plan template produced by the DfE to record the plan (Appendix B) or any similar format produced by healthcare professionals.
- IHPs will be reviewed at least annually or when a child's medical circumstances change
- Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan.
- If a child is returning following a period of hospital education or alternative provision (including home tuition), that we will work with Hampshire County Council and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Staff Training

All new teachers, supply or agency staff and support staff will receive training on the policy as part of their induction. Records of this training will be stored in the school office.

All nominated staff will be provided with awareness training on this policy which will include what their role is in implementing the policy. This training will be carried out at the beginning of every year during an INSET day or following the review of the policy (whichever is sooner) Signature sheets will be kept as evidence that staff have taken part in this training.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the IHP.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A 'Staff training record– administration of medicines' form will be completed to document the type of awareness training undertaken, the date of training and the competent professional providing the training. (Appendix C)

Managing Medicines on School Premises

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of school hours. However, the Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

A standard risk assessment will be completed to identify to assist in identifying the specific hazards and control measures that need to be put in place to ensure medication is administered, managed and stored safely and effectively in school by competent staff.

The following procedures are in place to manage the administration of medication safely:

- We will not give prescription or non-prescription medicines to a child under 16 without their parents'/carers' written consent.
- A 'parental agreement for setting to administer medicines' form will be used to record this (Appendix D) except in exceptional circumstances
- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge we will make every effort to encourage the child to involve their parents while respecting their right to confidentiality

- Parents/carers must bring any medication to be administered to the school office. This is recorded on an 'Occasional medication' form
- Written records will be kept of any medication administered to children (Appendix E 'Record of medicine administered to an individual child' and Appendix F 'Record of medicine administered to all children')
- The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered
- On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity
- We 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, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container
- Inhalers will be kept in the classroom cupboard clearly marked with the child's name and accessible at all times. Staff are responsible for ensuring that they are taken to P.E. lessons on the field and on educational visits, and that records are kept when a child takes medication
- Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school. There may be instances where it is deemed appropriate for a child to administer their own controlled medication. This would normally be at the advice of a medical practitioner. Where an individual child is competent to do so and following a risk assessment, we may allow them to have prescribed controlled drugs on them with monitoring arrangements in place.
- It is our general policy not to take responsibility for the administration of non-prescribed medicines (e.g. Calpol, cough mixtures or cough sweets provided by the parents) as this responsibility rests with the parents. However on residential visits Calpol/ paracetamol will be given if required at the discretion of the appropriate adult and with the written permission of parents/carers.

- We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.
- Any homeopathic remedies to be administered will require a letter of consent from the child's doctor and will be administered at the discretion of the Head teacher.
- Emergency medicines are stored securely. All staff are aware of their location and they are easily accessible in the case of an emergency.
  Types of emergency medicines include:
  - Injections of adrenaline for acute allergic reactions
  - Emergency inhalers for asthmatics
  - Other emergency medication e.g. Rectal diazepam or Buccal Midazolam for major seizures

These can only be administered to a child if the parents have signed the appropriate form.

- Injections of Glucagon for diabetic hypoglycaemia are stored in the school office and the fridge

Storage

Where medicines need to be refrigerated, they will be stored in the fridge in the staffroom in a clearly labelled airtight container. Only staff have access to the refrigerator holding medicines.

Children will be made aware of where their medicines are at all times and be able to access them immediately where appropriate.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children. We will also ensure that they are readily available when outside of the school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines. Medication returned to parent/ carers will be documented on the tracking medication form.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged by the child's parents/carers who will remove them from site and provide new boxes for school use.

Medical accommodation

The Learning Support Room (next to the staff room) will be used for medical treatment and made available when required.

Record Keeping

A record of what has been administered including how much, when and by whom, will be recorded on a 'record of prescribed medicines' forms. The forms will be kept on file. Any possible side effects of the medication will also be noted and reported to the parents/carers.

Emergency Procedures

- Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

- Staff in the office will use 'Contacting Emergency Services' (Appendix G) in the event of an emergency

- Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds)

Day trips, residential visits and sporting activities

We will ensure that teachers are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and seek advice from the relevant healthcare professional to ensure that pupils can participate safely.

Avoiding unacceptable practice

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, 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 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, 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. 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

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal compliant via the school's complaints procedure.

Appendix A
Health Questionnaire for Schools

Please complete the questionnaire below and return it to school

It is important that all children with medical conditions are supported to make sure that they are able to access their education. Some children with medical conditions may need care or medication to manage their health condition and to keep them well during the school day. Could you please complete the questionnaire below and return it to school as soon as possible so that we are able to assess your child's health needs and make arrangements to support them if necessary. In order to ensure that any medical needs are appropriately met in school we may need to discuss your child's health with the School Nursing service or another health professional who is involved in your child's care.

Name of child ..... Date of Birth .....

Home Address.....

.....

Does your child have a medical condition/ health concern?

YES ☐ **NO** ☐

If YES please give details

Does your child have a medical condition/health concern that needs to be managed during the school day?

YES ☐ **NO** ☐

If YES please give details

Does your child take medication during the school day?

YES ☐ **NO** ☐

If YES please give details

Does your child have a health care plan that should be followed in a medical emergency?

YES ☐ **NO** ☐

If YES please give details

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school to discuss this information with the School Nursing service or other health professionals who are involved in my child's care.

Signature(s) _____ Print Name _____
[Parent/ Carer with parental responsibility]

Date Contact number _____

Appendix B

Individual Healthcare Plan

Silchester C of E Primary School

Child's name	
Year	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix C

Staff training record – administration of medicines

Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix D

Parental agreement for Silchester C of E Primary School to Administer Medicine

Silchester CE Primary School will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name of child	
Date of birth	
Year	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
I understand that I must deliver the medicine personally to the school office	

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.

Signature(s) Date

Appendix E

Record of Medicine administered to an individual child

Silchester C of E Primary School

Name of child	
Date medicine provided by parent	
Year Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix F

Record of medicine administered to all children

Name of school **Silchester C of E Primary School**

Date	Child's name	Signature	Print name	Time	Name of medicine	Dose given	Any reactions of staff

Appendix G

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number: School Number is **0118 970 0256**
2. your name
3. your location as follows: **Silchester CE Primary School,**
   School Lane,
   Silchester
4. state what the postcode is – **RG7 2NJ**
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone