



# Medical Conditions Policy

## Supporting Children with Medical Needs

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Person(s) Responsible:	Headteacher Deputy Headteacher & SENCo Family Liaison & Mental Health Lead
Formally adopted by the Governing Body:	March 2025
Review date:	March 2026

***This policy also applies to the Early Years Foundation Stage (EYFS)***

Biggin Hill Primary School is an inclusive community that welcomes and supports children with all medical conditions.

### Legislative guidance:

This policy is framed by the following statutory guidance (Department of Education):

- Supporting children at school with medical conditions (*Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*), Updated August 2017
- Special educational needs and disability code of practice: 0 to 25 years (*Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities*), Last updated 30th April 2020
- Mental health and behaviour in schools, (*Departmental advice for school staff*), November 2018
- The Equality Act 2010 and schools, (*Departmental advice for school leaders, school staff, governing bodies and local authorities*), June 2018
- Guidance on the use of Adrenalin Auto-Injections in school DfE September 2017

### Medical Needs Statement

At Biggin Hill Primary School we make provision for all children who qualify for mainstream education. Whatever the medical needs of a child we will be proactive in ensuring that access is optimised, barriers are removed and the correct support and resources are put in place to provide a safe and nurturing environment, in which children can thrive socially, emotionally and academically. We are welcoming and supportive of any children with a medical condition and strive to provide the same access to activities (both school based and out-of-school) as for other children.

Medical needs may include mental health difficulties as well as physical conditions including diabetes, joint problems, pain, allergies, bladder or bowel problems or epilepsy. Our school understands that certain medical conditions are debilitating and potentially life threatening if poorly managed or misunderstood.

Biggin Hill Primary School will listen to the views of children and parents/carers enabling them to feel confident in the care they receive and that is of a level that meets their needs. We understand that all children with the same medical condition will not have the same needs.

This medical conditions policy is supported by clear communication plans for staff, parents/carers and relevant healthcare professionals to ensure it is implemented fully.

## Aims

- Identifying swiftly any individuals who may need monitoring, access arrangements or an individual healthcare plan;
- Enabling each child to reach her/his full potential, both curricular and extracurricular, whatever their health care needs;
- Enabling each child to partake in, and contribute fully, to school life;
- Endeavouring to meet the individual health needs of each child through creating access and an inclusive environment;
- Developing self-esteem within children;
- Fostering an atmosphere in our school which will promote a happy, sensitive and secure environment to ensure the most effective provision for all children;
- Providing for children's individual health care needs by supporting them in different ways that ensure they have access;
- Monitoring closely those with healthcare needs with regular review of them (minimum annual review and more frequently as medical & health circumstance change);
- Working with parents/carers and external agencies to provide support and care for those children with healthcare needs;
- Supporting all staff so that they understand their duty of care to children and young people in the event of an emergency and ensuring that all staff are aware of a child's individual health care needs;
- Including the voice of the child in monitoring.

## Responsibilities

Parents/Carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, the school will work with them and with health professionals to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent/carers responsibility to make sure that their child is well enough to attend school and to report to school each day if their child is absent.

There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their children and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication. Staff will have access to information on childrens' medical conditions and actions to take in an emergency. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.

The policy of this school is not to administer medication or medical care unless the child has a medical condition, which if not managed, could prove detrimental to their health or limit access to education.

The head teacher accepts responsibility, in principle, for school staff administering or supervising the taking of medication or medical care during the school day.

## Provision in school

Biggin Hill Primary provides all children with medical conditions the same opportunities as others at the school. All staff understand their duty of care and support the medical conditions policy. Care Plans are stored on Edukey and shared with staff, including office and kitchen staff, if appropriate. All staff have access to Individual Health Care Plans. In addition, all staff have access to Pupil Passports stored electronically on Edukey which gives a summary of health/medical needs and any further information to be aware of linking to said need. The school has a designated First Aid Room, where medicines can be stored securely and where children may recover, which is located near to the school office and Mrs Sara Lineker, the school's Senior First Aider.

## Training

Support staff receive regular training for common medical conditions and for using Epipens. Selected staff have regular updated training for being a First Aider every three years.

Additional training is provided for staff who are supporting a child with a specific medical condition.

## School nurse service

The school has an allocated school nurse who can support and inform the school with any concerns about a certain child and their medical condition. The nurse will work collaboratively with the school developing the appropriate care plan and ensuring that the necessary procedures are in place,

## Emergency Procedures

- All staff are aware of procedures when dealing with a medical emergency. These should be supervised by a trained First Aider; in the first instance the senior First Aider, Mrs Sara Lineker.
- All staff are aware of children with an individual health care plan and understand the need to follow agreed emergency support.
- All staff know how to call the emergency services.
- In the event of an emergency, every effort will be made to contact a parent/carer so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child to hospital by ambulance and stay until the parent/carer arrives.
- Within school there is a Defibrillator for use in an emergency and Lead First Aiders are trained in the usage of this equipment.

- Health care professionals are responsible for any decisions on medical treatment when parents/carers are not available.
- The school keeps an emergency Subutamol inhaler for children diagnosed with asthma on school records. If there is a time when an inhaler is not available for these children this will be administered following the guidelines on the child's School Asthma Plan.

## Individual Health Care Plans

Mrs Kathryn Sargeant, Family Liaison & Mental Health Lead, has school responsibility for drawing up all Individual Health Care Plans (IHCP). Medical consultants will advise the school directly or through parents/carers for more complex medical health conditions.

Copies of the IHCP can be taken to subsequent medical appointments for approval and update when requested.

It is recognised that a child's health needs may change at any time and an individual health care plan may need to be developed in accordance with these needs.

All children with a diagnosed medical condition should have an individual care plan:

- An individual health care plan will describe the health care needs, detail the effects of these needs and what exactly a child needs, when they need it and who is going to give it.
- It will have all contact numbers, including parent/carer and a second contact, as well as details of any appropriate health care professionals, who can support and advise school work.
- It will also highlight any impact a condition may have on a child's learning
- It should be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and healthcare professionals.

All staff are aware of the children with an IHCP and know how to access them to ensure they are fully aware of what support is necessary.

## School Visits

Children with emotional or behavioural difficulties, special educational needs, medical conditions or personal care needs may need more support than other children to take part in school visits: both day and residential visits. This school actively encourages children with medical needs to participate in all visits. Staff will aim to facilitate reasonable adjustments to enable children with medical needs to participate fully and safely on visits.

Risk assessments, both class and individual, will be used to highlight any potential difficulties and ensure access and that procedures are in place to support children. Additional staff/adults will be considered for this purpose. Parents/Carers and children should be consulted as part of this process; teachers should ensure that the wellbeing needs of children are met.

Prior to an overnight school trip, parents/carers must inform the school about a child's current general health and medication. Prescribed medication will be administered, providing parents/carers have completed the parental permission form. Parents/Carers are invited to provide written consent (Parent permission form) to enable staff to act 'in loco parentis' and administer Paracetamol if required. Where this is refused, parents/carers are requested to discuss alternative support measures with staff.

Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of health care plans will be taken on all visits as well as emergency medication that may be required.

### **Medication (Storage and administering)**

Prescribed medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day. Medicines prescribed 'three times a day' should be administered "before school, after school and at night".

This school recognises in extreme cases and when medication is required more than 3 times daily, once agreed by the head teacher, that staff may administer medication following completion of Parental Permission Form, with a supporting letter from the doctor. Without a letter from a doctor, staff will not administer three times a day prescribed medicines. However, parents and carers are allowed into school to administer medication if they so desire.

Exceptions to this are children who have individual health care plans who have specific medical needs requiring medication to treat specific conditions, such as anaphylaxis.

This school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include:

- the child's name
- prescriber's instructions for administration and dosage.

### **Administering Medicines:**

This school recognises no child under 16 should be given medicines without their parent's written consent. Following written consent using the parental permission form, any member of staff administering medicines to a child should check:

- The child's name
- Name of medication
- The prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container.

If in doubt about any procedure, staff will not administer the medicine before checking with parents/carers or a health professional before taking further action. Written records must be kept of all administration of medicines.

### **Storage of Medicines:**

Staff will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines must be stored safely in the pharmacist's original container and clearly labelled with the child's name, the dosage and instructions for administration.

Non-emergency prescribed medication is stored with the consent from the school office. Medication requiring refrigeration is stored in the school office fridge.

Emergency medications such as Epi-pens and asthma inhalers should be readily available in a clearly labelled container in the class medical bag; these must have an up to date allergy/asthma plan attached. Children requiring Epi-pens have 2 pens: one is kept in close proximity to the child and the other in the office with Mrs Lineker. Children should know where their medicines are stored; they should not be locked away. Access from children to inhalers and Epi-pens is necessary at all times, including PE and lunchtimes.

Parents/Carers are ultimately responsible for ensuring the appropriate medication is held in school to support their child's condition, checking expiry dates on their children's medicines and replacing as necessary.

### **Disposal of medicines:**

Staff should not dispose of medicines. Parents/Carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each year. Any medicines that have not been collected should be taken to a local pharmacy for safe disposal.

Sharps boxes will **always** be used for the safe disposal of needles. Parents/Carers should obtain these from their child's GP and return to a pharmacy for safe disposal.

### **Record keeping:**

Parents/Carers should tell the school about the medicines their child needs to take and provide details of any changes to the prescription or the support required. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. Requests for staff to administer medication should be written on:

*Parental permission for school administration of medicine form.*

#### Details should include:

- Name of child
- Name of medicine
- Dosage
- Method of administration
- Time/frequency of medication
- Any side effects
- Expiry date

Completed forms should be kept in the medical folder and referred to when administering medication. *Individual records for medication form* must be completed by staff following administration; this should also be kept in the school office or, if it is regularly given, in the class medical box. Parents/Carers should be notified of any deviation or change from the agreed procedure.

### Specific Conditions

#### Asthma:

This school recognises that asthma is a widespread, potentially serious, but controllable condition and encourages children with asthma to achieve their potential in all aspects of school life.

Parents/Carers have a duty to inform **staff** if their child is asthmatic. Preventative inhalers along with a spacer device should be provided and labelled with the child and class name and a School Asthma Card must be completed (these are held in the main office). These should be kept in an assigned container within the year group and accompany the child if they are educated outside the school premises.

Children with asthma must have immediate access to inhalers when they need them and know where they are kept. A spacer device is recommended by medical professionals to ensure that the child is accessing their medication properly and the child may need support with this. These are kept in each class medical bag and the bag also contains all current care plans and Asthma Guidance Materials.

A record sheet to record the frequency of an inhaler use is attached and can be found in each class grab bag. This should be logged every time the inhaler is used following the advice on the child's School Asthma plan.

Parents/Carers should be notified when a child has requested an inhaler more regularly than advised on their Asthma plan and parents should be contacted for advice.

A register of all children with Asthma or support inhalers is kept in school and accessible to all staff. When an inhaler is out of date it will be sent home with the child and will need replacing as soon as possible.

The staff of the Breakfast and After School club also has access to the register.



### **Head Injuries:**

All children receive a medical injury slip for home information, this includes any injury to the head and face. Children who sustain a minor head injury, i.e. bumping heads with another child, will be seen and treated by the First Aider on duty and a slip sent home. A phone call is also made and if we are unsuccessful at making contact, a text is sent.

More serious head injuries MUST be reviewed by the Senior First Aider in school. If a child has a visible wound, swelling or adverse reaction, parents/carers will be informed and are welcome to assess their child personally.

Where there are no residual effects, the child can remain in school whilst being observed.

### **Epilepsy, Anaphylaxis and Diabetes:**

Parents/Carers have a duty and responsibility to notify the school if their child has any of these conditions and should provide details of any treatment and support they may require in school. Relevant health care professionals will liaise between parents/guardians and school personnel to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment.

An individual health care plan will usually be compiled, detailing the course of action to be taken; this will be attached to a school care plan.

Information regarding children with extreme food intolerances will be accessible to all staff including kitchen personnel. Younger children in Key Stage 1 will also be given a lanyard to wear when in the dining hall to alert staff to their dietary requirements.

Although KS2 children are encouraged to advocate their own personal dietary needs, the catering and support team during lunch all have the necessary information at hand to support a child with this.

### **Parental/carers concerns**

If a parent/carers is concerned about their child's condition and does not feel that their child is not receiving the necessary support they require; they should notify the Headteacher or Kathryn Sargeant to address this concern. This will ensure their child's IHCP is up to date and contains all the necessary information and guidelines for support.

IHCP are reviewed annually and it is the parent/carers's responsibility to ensure the school holds all necessary information.

If a parent feels their child's needs are not being supported appropriately and wish to make a complaint they can follow the complaints procedure as stated in the Inicio School Complaints Policy.

This policy has been drawn up in consultation with key stakeholders within the school: teachers; leadership; support, office and kitchen staff and governors, as well as Health Services.

## Complaints

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

## Monitoring arrangements

This policy will be reviewed and approved by the governing board annually.

## Links to other policies

This policy links to the following policies:

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