



Blessed Dominic Catholic Primary School



Supporting Pupils with Medical Conditions Policy



Statement of Intent

Blessed Dominic Catholic Primary School is committed to ensuring that pupils with medical conditions are properly supported so that they can access education, participate fully in school life and achieve their potential.

The school recognises that medical conditions may be short-term or long-term and may range from conditions requiring occasional support to complex conditions requiring regular treatment or emergency intervention.

The school will work collaboratively with pupils, parents/carers, healthcare professionals, the local authority, relevant external agencies and other appropriate professionals to ensure that suitable arrangements are established.

The school will make arrangements to support pupils with medical conditions in accordance with its statutory duties and relevant Department for Education guidance.

For the purposes of this policy, the term **Individual Healthcare Plan (IHCP)** is used throughout. This is the school's preferred terminology for the individualised healthcare plan for a pupil. The Department for Education commonly refers to this as an **Individual Healthcare Plan (IHP)**.

The school will:

- support pupils with medical conditions so far as reasonably practicable;
- ensure that pupils are not unnecessarily excluded from education, physical education, school trips or other activities because of a medical condition;
- consider reasonable adjustments where required;
- develop Individual Healthcare Plans (IHCPs) where appropriate;
- ensure relevant staff receive appropriate information and training;
- ensure medicines are stored, administered and recorded safely;
- ensure emergency medicines and procedures are readily accessible;
- promote pupils' independence and self-management where appropriate;
- maintain appropriate confidentiality and data protection;
- ensure that appropriate risk assessments are undertaken;
- maintain suitable records;



- monitor and review arrangements regularly; and
- respond promptly to concerns, incidents and changes in a pupil's medical needs.

The school will take a child-centred approach. The views, needs and wishes of the pupil will be considered alongside those of their parents/carers and healthcare professionals.

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1. Legal Framework

This policy is informed by and should be read alongside relevant legislation, statutory guidance and government guidance applicable in England.

Key legislation and guidance includes:

- Children and Families Act 2014, particularly section 100;
- Equality Act 2010;
- Education Act 1996;
- Health and Safety at Work etc. Act 1974;
- Medicines Act 1968;
- Human Medicines Regulations 2012;
- Misuse of Drugs Act 1971, where applicable;
- Data Protection Act 2018;
- UK General Data Protection Regulation;
- *Supporting pupils at school with medical conditions*, Department for Education;
- *Special educational needs and disability code of practice: 0 to 25 years*;
- *Keeping Children Safe in Education*;
- *First aid in schools, early years and further education*;
- DfE guidance concerning emergency asthma inhalers;
- DfE guidance concerning emergency adrenaline auto-injectors;
- DfE guidance concerning automated external defibrillators.

The school will have regard to current statutory guidance when fulfilling its responsibilities for supporting pupils with medical conditions.

The school will also comply with relevant local authority, NHS, safeguarding and Trust procedures where these apply.

This policy will be updated when legislation or statutory guidance changes.



2. Roles and Responsibilities

2.1 Governing Body / Trust Board

The Governing Body or Trust Board will:

- ensure that appropriate arrangements are in place to support pupils with medical conditions;
- approve this policy;
- ensure that sufficient resources are available;
- monitor implementation;
- ensure that the policy is reviewed regularly;
- ensure that the policy is accessible to parents/carers and staff;
- ensure that appropriate insurance and risk management arrangements are in place.

2.2 Headteacher

The Headteacher has overall responsibility for implementation of this policy and will:

- ensure appropriate procedures are established;
- designate a member of staff to coordinate medical conditions;
- ensure staff understand their responsibilities;
- ensure appropriate training is provided;
- ensure medicines are managed safely;
- ensure emergency procedures are effective;
- ensure relevant information is communicated appropriately;
- liaise with parents/carers and healthcare professionals;
- ensure appropriate action is taken following incidents.

2.3 Medical Conditions Coordinator

The school will designate:

- **Name: Ausra Sanduleasa**

Role: First Aider, Attendance Officer, Safeguarding

The Medical Conditions Coordinator will:



- maintain an overview of pupils requiring medical support;
- ensure relevant staff are aware of pupils' needs;
- monitor medication records;
- monitor medication and emergency device expiry dates;
- support arrangements for trips and activities;
- liaise with parents/carers;
- support staff with implementation of this policy;
- coordinate reviews following significant incidents.

2.4 SENCO

The SENCO will be involved where a medical condition interacts with special educational needs or disability and will ensure appropriate consideration is given to reasonable adjustments and SEND duties.

2.5 All Staff

Staff will:

- familiarise themselves with relevant medical information;
- follow IHCPs and agreed procedures;
- attend required training;
- respond appropriately to medical emergencies;
- maintain confidentiality;
- report concerns and incidents promptly;
- seek assistance when required.

A member of staff cannot be required to administer or supervise medication unless they have agreed to undertake that responsibility.

2.6 Parents/Carers

Parents/carers are responsible for:

- providing accurate medical information;
- completing required consent forms;
- providing medicines in the original container;
- ensuring medicines are within expiry dates;



- replacing medicines when required;
- informing the school of changes to treatment;
- providing relevant healthcare plans where available;
- collecting medicines when they are no longer required.

2.7 Pupils

Pupils will be encouraged, according to their age, maturity and individual circumstances, to:

- understand their medical condition;
 - participate in development of their IHCP;
 - manage medication independently where appropriate;
 - tell an appropriate adult if they become unwell;
 - understand how and when to seek help.
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3. Admissions

The school will not refuse admission to a pupil because of a medical condition.

Medical information will be requested as part of the school's admission and transition arrangements. Where a pupil has a medical condition requiring additional support, the school will determine what arrangements are required before or shortly after the pupil begins attending.

Where appropriate, an IHCP will be developed. The school will consider reasonable adjustments and accessibility requirements to enable the pupil to participate fully in education.

4. Notification Procedure

Parents/carers should notify the school as soon as possible if a pupil:

- is diagnosed with a medical condition;
- requires medication during the school day;
- requires emergency medication;
- has a change in medication;



- has a change in dosage;
- develops new symptoms or triggers;
- has been admitted to hospital;
- has experienced a significant medical incident;
- requires additional support during activities or trips.

Parents/carers should provide written information wherever possible.

The school may request information from healthcare professionals where appropriate and with the necessary consent.

On receiving information about a medical condition, the school will consider:

1. the nature of the condition;
2. the level of support required;
3. whether an IHCP is required;
4. medication requirements;
5. emergency procedures;
6. staff training requirements;
7. reasonable adjustments;
8. arrangements for physical activity;
9. arrangements for trips and visits;
10. safeguarding and confidentiality requirements.

5. Staff Training and Support

The school will ensure that staff supporting pupils with medical conditions receive appropriate information and training.

Training will be proportionate to the pupil's needs and staff responsibilities.

Training may include:

- general medical awareness;
- medication administration;
- asthma awareness;



- diabetes awareness;
- epilepsy and seizure management;
- anaphylaxis awareness;
- AAI administration;
- emergency inhaler use;
- emergency seizure medication;
- first aid;
- CPR;
- AED use;
- condition-specific training.

Training will be provided by an appropriately competent person or organisation.

Training records will be maintained using Appendix F.

Training will be refreshed:

- at the recommended interval for the relevant training;
- when a pupil's needs change;
- when medication changes;
- when staff responsibilities change;
- following a significant incident where additional training is identified.

Staff will have access to appropriate support and should seek advice if they are unsure about any aspect of a pupil's medical care.

6. Self-Management

The school recognises that developing independence is an important part of supporting pupils with medical conditions.

Where appropriate, pupils may carry and/or self-administer their own medication.

The decision will consider:

- the pupil's age;
- maturity;
- competence;



- medical condition;
- healthcare advice;
- parental views;
- safeguarding;
- risk;
- the type of medication.

Where a pupil self-administers medication, appropriate records and arrangements will still apply where required.

Emergency medication must remain immediately accessible.

A pupil will not be prevented from carrying essential medication where this is necessary for their safety.

7. Individual Healthcare Plans (IHCPs)

An **Individual Healthcare Plan (IHCP)** will be considered where:

- the pupil requires support that is not covered by the school's general procedures;
- a medical condition is complex;
- emergency medication is required;
- several staff members need to understand specific procedures;
- the pupil's condition affects participation in school;
- healthcare professionals recommend an IHCP;
- the school considers an IHCP necessary.

The IHCP should be developed collaboratively with:

- the pupil;
- parents/carers;
- school staff;
- relevant healthcare professionals;
- other appropriate professionals.

The IHCP may include:

- medical condition;



- symptoms;
- triggers;
- medication;
- dosage;
- administration route;
- emergency procedures;
- warning signs;
- daily support;
- self-management;
- physical activity;
- examinations;
- school trips;
- residential visits;
- dietary requirements;
- reasonable adjustments;
- staff responsibilities;
- emergency contacts.

The IHCP should be reviewed at least annually or sooner where circumstances change.

The school will ensure that relevant staff have access to the information they require to support the pupil safely.

8. Managing Medicines

8.1 General Principles

Medicines will only be administered by school staff where appropriate arrangements and consent are in place.

Staff will follow the written instructions supplied with the medicine and the pupil's IHCP where applicable.

8.2 Prescription Medicines

Prescription medicines should normally:



- be supplied in the original container;
- be clearly labelled;
- state the pupil's name;
- state the medicine and dosage;
- include appropriate administration instructions;
- be within the expiry date.

8.3 Non-Prescription Medicines

The school does not administer non-prescription medicines only where this is permitted under its procedures and appropriate consent has been obtained.

The school will not routinely administer non-prescription medication simply for convenience.

8.4 Storage

Medicines will be stored in accordance with the manufacturer's instructions and the pupil's needs. Storage arrangements will take account of:

- security;
- temperature;
- accessibility;
- expiry dates;
- emergency access.

Emergency medication must be readily accessible and must not be stored somewhere that prevents prompt access.

8.5 Controlled Drugs

Controlled drugs will be managed in accordance with relevant legislation, professional advice and the school's procedures.

Where appropriate, controlled drugs will be stored securely.

8.6 Administration

Before administering medication, staff should check:

- the correct pupil;
- the correct medicine;



- the correct dose;
- the correct route;
- the correct time;
- the expiry date;
- the instructions;
- any relevant allergies or contraindications recorded by the school.

Any discrepancy must be reported and the medication should not be administered until the issue has been resolved, unless an emergency procedure applies.

8.7 Refusal

If a pupil refuses medication, staff should not force them to take it.

The refusal should be recorded and the parent/carer contacted where appropriate.

Where refusal could create a serious medical risk, the pupil's IHCP or emergency plan must be followed.

8.8 Disposal

Expired, damaged or discontinued medicines should be returned to parents/carers for appropriate disposal unless another lawful arrangement has been agreed.

Medicines must not be disposed of in ordinary waste or drains unless the relevant disposal procedure specifically permits this.

9. Allergens, Anaphylaxis and Adrenaline Auto-Injectors (AAIs)

The school recognises that anaphylaxis is a potentially life-threatening emergency requiring rapid action.

Pupils at risk of anaphylaxis should have their prescribed emergency medication available in accordance with their healthcare arrangements.

The school will:

- maintain appropriate allergy information;
- identify pupils at risk;
- maintain relevant IHCPs/emergency plans;
- ensure relevant staff know how to respond;



- provide appropriate training;
- ensure emergency medication is accessible;
- consider allergies during catering and food-related activities;
- consider allergies during trips and residential visits.

AAIs are emergency medicines and should be readily accessible to pupils at risk.

9.1 Spare AAIs

Where the school holds spare emergency AAIs, these will be:

- stored in an appropriate, accessible location;
- clearly labelled;
- checked regularly;
- monitored for expiry;
- recorded;
- included in emergency arrangements.

The school's emergency AAI arrangements will comply with current government guidance.

A severe allergic reaction requires an immediate 999 call, even where an AAI has already been administered.

10. Record Keeping

The school will maintain appropriate records relating to medical conditions and medicines.

Records may include:

- medical information;
- IHCPs;
- parental consent forms;
- medication administration records;
- emergency medication records;
- staff training records;
- expiry checks;



- incidents;
- near misses;
- communications with parents/carers;
- relevant healthcare correspondence.

Records will be stored securely and only accessed by those who need the information to fulfil their responsibilities.

Personal and medical information will be managed in accordance with UK GDPR, the Data Protection Act 2018 and the school's data protection procedures.

11. Emergency Procedures

The school will maintain clear procedures for medical emergencies.

Where a pupil becomes seriously unwell, staff should:

1. remain calm;
2. assess the immediate situation;
3. follow the pupil's IHCP/emergency plan;
4. administer emergency medication where authorised and appropriate;
5. call 999 where necessary;
6. provide first aid within the limits of their training;
7. contact parents/carers;
8. arrange for someone to meet emergency services;
9. record the incident;
10. review the incident where appropriate.

Emergency services must be called where staff believe urgent medical attention is required.

Staff must not delay calling 999 while attempting to contact parents/carers.

The school's emergency contact procedure is included at Appendix G.

12. Day Trips, Residential Visits and Sporting Activities



The school will make reasonable arrangements to enable pupils with medical conditions to participate in school trips, residential visits, sporting activities and other educational opportunities.

A medical condition will not automatically prevent participation.

Before an activity, staff will consider:

- medication;
- emergency medication;
- staff training;
- risk assessment;
- accessibility;
- physical activity;
- travel arrangements;
- accommodation;
- dietary requirements;
- emergency contacts;
- access to emergency services;
- storage of medication;
- the pupil's ability to self-manage.

A copy of relevant emergency information and medication will accompany the pupil where necessary.

Staff responsible for the activity must understand the arrangements before the activity begins.

13. Unacceptable Practice

The following practices are unacceptable:

- preventing a pupil from attending school solely because they have a medical condition;
- preventing a pupil from participating in activities solely because of a medical condition without appropriate assessment;
- refusing reasonable adjustments without proper consideration;



- administering medication without appropriate authorisation;
 - administering medication contrary to the pupil's agreed instructions;
 - leaving emergency medication inaccessible;
 - ignoring symptoms of a serious medical emergency;
 - unnecessarily sending a pupil home when appropriate support could reasonably be provided;
 - requiring parents/carers to attend school solely to administer medication where suitable school arrangements can reasonably be made;
 - unnecessarily disclosing confidential medical information;
 - allowing medication to become significantly out of date;
 - failing to record medication administration;
 - failing to report significant medication errors or incidents.
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14. Liability and Indemnity

The school will ensure that appropriate insurance arrangements are maintained.

Staff acting within their employment, training and the school's procedures will be supported by the school's relevant insurance arrangements, subject to the terms and conditions of the policy.

Staff should act reasonably, follow their training and seek assistance where required.

No staff member will be expected to undertake medical procedures for which they have not received appropriate training unless an immediate emergency requires reasonable first-aid assistance.

15. Complaints

Parents/carers who have concerns about the school's arrangements for supporting a pupil with a medical condition should initially raise the matter with:

Headteacher: Mrs Hourihan

Where appropriate, concerns may also be raised with the Medical Conditions Coordinator
Mrs Ausra Sanduleasa

If the concern cannot be resolved informally, the school's formal complaints procedure should be followed.



Complaints will be handled fairly, promptly and confidentially.

16. Home-to-School Transport

Where a pupil with a medical condition uses school or local-authority-arranged transport, the school will liaise with the relevant transport provider where appropriate.

Information will be shared only where necessary and lawful.

Arrangements may include:

- emergency medication;
- emergency contact information;
- medical alerts;
- accessibility requirements;
- relevant emergency procedures;
- arrangements for responding to a medical incident during transport.

The school will ensure that any arrangements are consistent with the pupil's IHCP and risk assessment.

17. Defibrillators

The school will maintain appropriate arrangements for any automated external defibrillator (AED) located on its premises.

The AED will:

- be located where it can be accessed quickly;
- be available for use in an emergency;
- be checked regularly;
- have batteries and pads monitored for expiry;
- be maintained in accordance with manufacturer instructions;
- be recorded on the appropriate national/community defibrillator network where applicable.

Staff will be made aware of the AED location and emergency arrangements.

AED location: BACK STAIRWAY



AED responsible person: Ausra Sanduleasa

Routine check frequency: Monthly

18. Monitoring and Review

The Headteacher and Governing Body/Trust Board will monitor implementation of this policy. Monitoring may include:

- review of medication records;
- review of IHCPs;
- staff training records;
- emergency medication expiry checks;
- incident and near-miss reports;
- parent/carers feedback;
- pupil feedback;
- staff feedback;
- review of trips and activities;
- review of complaints.

The policy will be reviewed at least annually and sooner where:

- legislation changes;
- statutory guidance changes;
- a significant incident occurs;
- a medication error occurs;
- a pupil's needs change;
- school procedures change;
- monitoring identifies a weakness.

The school will ensure that its policy remains aligned with current DfE guidance

BLESSED DOMINIC CATHOLIC PRIMARY SCHOOL INDIVIDUAL MEDICAL PLAN PROCEDURE

Blessed Dominic Catholic Primary School uses an **Individual Medical Plan** to provide staff with clear, accessible information about a pupil's medical condition and the actions required if the pupil becomes unwell.



Where a pupil has a medical condition that requires specific support or emergency action, a Medical Plan will be completed using the school's **Individual Medical Plan Form**.

1. Identifying the Need for a Medical Plan

A Medical Plan may be required where a pupil:

- has a diagnosed medical condition;
- requires specific actions to be taken if symptoms occur;
- requires medication or emergency medication in school;
- has a condition that staff need to be aware of;
- has symptoms or warning signs that staff need to recognise;
- requires specific arrangements during school activities or the school day.

The decision to create a Medical Plan will be based on the individual pupil's needs.

2. Information Used

The Medical Plan will be completed using information provided by the parent/carers and, where appropriate, healthcare professionals.

The school will ensure that the information recorded is sufficiently detailed to enable staff to recognise symptoms and take appropriate action.

Where a pupil has an Individual Healthcare Plan (IHCP), the Medical Plan will be consistent with the IHCP.

3. Photograph

A current photograph of the pupil will be included on the Medical Plan where appropriate.

The photograph is used to help staff quickly identify the pupil, particularly during an emergency.

Parents/carers should inform the school if the photograph needs to be updated.

4. Completion of the Medical Plan

The Medical Plan will include:

- pupil's photograph;
- pupil's name;
- class;
- medical condition;
- symptoms;
- actions staff should take;
- further symptoms or warning signs;
- emergency information where required;
- relevant medication information where appropriate.

The Medical Plan should be written clearly and in language that can be understood quickly by staff.

5. Upload to Arbor

Once completed, the Medical Plan will be uploaded to **Arbor**, the school's management information system, in accordance with the school's data protection procedures.

The Medical Plan will be stored with the pupil's relevant medical information so that authorised staff can access the information when required.

Any updated version of the Medical Plan should replace the previous version on Arbor where appropriate, ensuring that staff are using the most current information.



6. Displayed Copies

Once the Medical Plan has been completed and approved:

- **two copies** will be produced for school use;
- one copy will be displayed in the **Staffroom**;
- one copy will be displayed in the **pupil's classroom**.

The displayed copies must be positioned so that they are accessible to staff who need the information while protecting the pupil's confidentiality as far as reasonably practicable. The Medical Plan must not be displayed in an area where it is unnecessarily visible to pupils, visitors or members of the public.

7. Staff Awareness

Relevant staff must familiarise themselves with the Medical Plans for pupils they teach or supervise.

Staff are responsible for knowing:

- the pupil's condition;
- the symptoms to look for;
- the actions they need to take;
- when emergency assistance is required;
- where emergency medication is located;
- when 999 should be called.

Temporary, supply and visiting staff should be provided with relevant medical information where this is necessary for the safe care of a pupil.

8. Classroom Arrangements

The class teacher is responsible for ensuring that they are familiar with the Medical Plan for pupils in their class.

Where a pupil's medical condition requires emergency medication, the location of that medication must be known to relevant staff and the medication must remain readily accessible.

The Medical Plan should be considered when planning:

- PE;
- school trips;
- sporting activities;
- clubs;
- educational visits;
- residential visits;
- other activities where the pupil may be away from their usual classroom.

9. Review

Medical Plans will be reviewed:

- at least annually, where appropriate;
- when the pupil's medical condition changes;
- when medication changes;



- following a significant medical incident;
- following advice from a healthcare professional;
- when parents/carers provide updated information;
- when staff identify that the existing plan is no longer adequate.

When a Medical Plan is amended, the updated version must be:

1. uploaded to Arbor;
2. printed;
3. displayed in the Staffroom;
4. displayed in the relevant classroom; and
5. communicated to relevant staff.

Old versions should be removed promptly to prevent staff relying on outdated medical information.

10. Confidentiality

Medical information is confidential personal information.

Staff must only access or share medical information where there is a legitimate need to support the pupil.

Displayed Medical Plans should be located in appropriate staff-only or staff-controlled areas wherever possible.

Staff must not photograph, copy, remove or share Medical Plans unless this is necessary for the pupil's care and authorised by the school.

11. Emergency Situations

The Medical Plan is intended to provide staff with immediate, practical information.

Where a pupil experiences a medical emergency, staff must follow the Medical Plan and the school's emergency procedures.

If staff believe that a pupil requires urgent medical attention, **999 must be called without delay.**

The Medical Plan must not be used as a substitute for emergency medical advice.

12. Responsibility

The **Medical Conditions Coordinator** will maintain oversight of the school's Medical Plans.

The **class teacher** will ensure that they are familiar with the Medical Plan for pupils in their class.

All staff are responsible for familiarising themselves with relevant Medical Plans and following the actions specified.

The school will ensure that Medical Plans remain accurate, accessible to appropriate staff and subject to appropriate confidentiality arrangements.