

# Medical Conditions Policy

Thomas Jolyffe Primary School

To be the best that we can be!



**Approved by:** Philippa Liversidge

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**Next review due by:** September 2026

## Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

## Rationale

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, places a duty on schools to make arrangements for children with medical conditions.

**Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from **our school nursing team, Compass, who can be contacted on 03300 245204** .

## **Aims**

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

## **Entitlement**

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support. In the rare cases that a child has a medical need which prevents them from attending school, school will

liaise with parents to agree the best way to support and provide education whilst they are off site.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## **Expectations**

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative
- where parents have asked the school to administer the medication for their child they must complete a form at the school office stating reason for medication, dosage and frequency. Parents must also ensure that their contact details are fully up to date in the event of any concerns/emergency
- employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place. Any staff medicine is the responsibility of the individual concerned and not the school.

## **General Principles**

The Head teacher and school staff should treat all medical information as confidential.

On the child's admission to school, the parent/carer should be asked to complete full details of medical conditions, any regular medication required, name of GP, emergency contact numbers, allergies, special dietary requirements and any other relevant information. This information should be renewed at least annually.

Parents/carers should be encouraged to ask the child's doctor to prescribe medication which can be administered outside school hours wherever possible. For example, asthma preventer inhalers, anticonvulsant medication and antibiotics. There must be adequate arrangements, including clear procedures, for safe receipt and storage, administration and disposal of medication.

There must be adequate access to and privacy for the use of medication.

Any child with a diagnosis of asthma will also have access to use of an emergency use inhaler in the event that their own inhaler has run out or not working correctly.

Any child who has been prescribed with an auto injector will also have access to use of an emergency auto injector in the event that their own injector is not working correctly. This is stored in the school kitchen within the dining room as most allergies are food related and this is the most central place for all staff in school to access.

Any child with a known allergy can have access to the school's emergency auto injector if the parents have given consent and school are directed to by a paramedic.

If staff have any concerns related to administration of a medication, staff should not administer the medication but check with parents/carers or a healthcare professional.

## **Responsibilities**

At Thomas Jolyffe Primary School, Mrs Bridges is our lead school first aider. We have other staff who are paediatric first aid trained across school.

If the medication and/or dosage needs to be changed or discontinued the school must be informed in writing by the parent/carer.

It is the parent/carer's responsibility to make sure that medication is replenished when needed.

It is the teacher's responsibility to ensure that all medication is taken with them when taking children on to the school field or out of school.

It is the teacher's responsibility to check the dates on emergency asthma inhalers in the First Aid kits.

**A detailed log of the medicines administered will be kept in the main office.**

Epipens and inhalers are kept in the child's classroom and travel with the children if they use the school field or educational visits off-site. Inhalers and Epipens are transported to the nearest First Aid room for the duration of lunchtime. These are labelled with the child's name and class.

Eczema creams and antihistamines are kept in the nearest First Aid Room in a lockable cabinet or refrigerator. These should display the child's name and be stored with any application details ie, dosage, frequency.

Parents/carers are responsible for the disposal of any medication and the replacing of any medication that is out-of-date.

Emergency inhalers are available in every First Aid Room and First Aid kits to be taken on school trips.

**Any concerns about the health of a child who is on medication should be reported to the Headteacher, Mrs Liversidge immediately.**

### **Out of school activities/residential trips**

If medication is required during a school trip it should be carried by the child if in Key Stage 2 and the class teacher/adult in Key Stage 1 or Early Years Foundation Stage e.g. asthma inhalers. If a child requires a travel sickness remedy, parents/carers should provide written consent and suitable medication.

Often a different member of staff is in charge of after school clubs or sport events. **It is essential to inform all members of staff who may have responsibility for the child during the day about the need for medication and what to do should a medical emergency arise.**

### **Simple Analgesia**

Sometimes pupils may need pain killers (analgesics) at school e.g. paracetamol.

Generally, school staff should not give non-prescribed medication to pupils. If, however, school does decide to allow the administration of simple analgesics, parental are able to administer this during the school day.

## **Medical Emergencies**

All staff should know who is responsible for carrying out emergency procedures in the event of need.

Allergy and Alert cards are stored in confidential files in the Main Office, First Aid Rooms and each child's own classroom.

Emergency inhalers are available in First Aid Rooms and First Aid kits.

Emergency medication is always accessible and never locked away.

Whenever an ambulance has been called, or a child has been taken to hospital by members of staff, a Medical Emergency Report Form should be completed after the event using WES H&S pages of the authority's safeguarding website. Information is treated confidentially and helps to ensure that the Nurse Advisers can offer appropriate advice and training.

Specific specialised training is required for staff prepared to act in emergency situations.

**All staff receive allergy and asthma training every year.**

## **Disposal/Return of medication**

It is Parent/carer's responsibility for ensuring that any medication no longer required is returned to a pharmacy for safe disposal.

Medications should be returned to the child's parent/carer:

- When the course of treatment is complete
- When labels become detached or unreadable
- When instructions need to be changed
- When the expiry date has been reached
- At the end of each academic year

Sharp boxes should always be used for the disposal of needles or glass ampoules. The Local Authorities Environmental Services should be notified to collect the sharp boxes.