Fordbridge Community Primary School

Achieving excellence together

Medical Conditions Policy

Approved by Miss S Jones- SENCO: Date: September 2026

Date: September 2026

Reviewed by: Ms Kath Minett-Waller: Vice Chair of Governors

Review date: September 2027

Medical Conditions Policy

Fordbridge Community Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

This school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they have left school.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils on an annual basis.

The named member of school staff responsible for this medical conditions policy and its implementation is Miss S Jones.

This policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions and short term medical needs. It has been adapted from a sample Medical Conditions Policy shared by Diabetes UK. It should be read alongside Solihull's 'The Administration of Medicines in Schools and Settings: A Policy Document (5th Edition)', 2013 and 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England'.

This policy will be reviewed every 12 months.

It is available from the school office or found on W Drive Polices.

This policy is to be read in conjunction with the NHS Administration of Medicines in School.

Complaints by parents or others should be discussed initially, as appropriate, with the class teacher or Headteacher. It is desirable that complaints should be dealt with informally, but if that is not possible, then a written, formal complaint should be registered with the head teacher, unless it is a matter concerning the head teacher, when it should be directed to the chair of governors. Parents may request a copy of the full complaints procedure from the School Office.

1 This school is an inclusive community that supports and welcomes pupils with medical conditions.

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.

- The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

2 This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Stakeholders include Solihull Education Improvement Services, Governors, SEND, First Aiders and appropriate local healthcare staff.

3 The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels during review meetings and on the school website or W Drive under policies.

4 All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- This school will, in partnership with parents and health care professionals, give careful consideration to whether an individual healthcare plan (IHP) is appropriate or proportionate. The development of a plan will be led by Miss S Jones, SEND.
- A pupil's individual healthcare plan will explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

5 All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

6 This school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.

- This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.

- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

- This school will not 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.

- Parents at this school understand that they should let the school know immediately if their child's needs change.

- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's managing substance related incidents/behaviour/disciplinary procedures are followed.

7 This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish/this is appropriate, such as inhalers.

- Certain emergency medication/equipment is stored within pupil's classroom.

- Pupils may carry their own medication/equipment, or they should know exactly where to access it.

- Pupils can carry certain agreed controlled drugs, such as EPI pen, if they are competent. Otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.

- This school will make sure that all medication is stored safely in designated lockable cupboards, and that pupils with medical conditions know where they are at all times and have access to them immediately.

- The school will only accept prescribed medicines from parents/carers that are:
  In-date
  Labelled
  Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

- Parents are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of

each term. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.

- This school disposes of needles and other sharps through the School Nurse. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents.

Allergy Management and Anaphylaxis

- The school maintains a register of pupils with diagnosed allergies.
- Individual Healthcare Plans (IHPs) are in place where required.
- Adrenaline auto-injectors (AAIs/EpiPens/Jext/Emerade) are readily accessible at all times.
- Staff receive regular allergy and anaphylaxis awareness training.
- School trips and educational visits include allergy risk assessments.
- Catering staff are informed of known food allergies.
- Parents must notify the school immediately of any allergy diagnosis or changes.
- Emergency procedures for suspected anaphylaxis.
- Use of spare emergency AAIs where appropriate.

8 This school has clear guidance about record keeping.

- Parents at this school are asked if their child has any medical conditions when completing admission forms.
- Parents are requested on a termly basis through parent mail to inform the school of any changes to their child's medical conditions to ensure all records are kept updated.

- Where appropriate and proportionate, this school uses an IHP (Individual Health Care Plan) to record the support an individual pupil's needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.

- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.

- The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.

- This school makes sure that the pupil's confidentiality is protected.

- This school seeks permission from parents before sharing any medical information with any other party.

- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

- The office staff keep an overview of medication taken each week and a designated person checks each day to ensure medication has been administered appropriately and recorded.

- This school makes sure that all staff providing support to a pupil have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence (where appropriate), and this school keeps an up-to-date record of all training undertaken and by whom.

9 This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.

- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.

- The school will work with parents, healthcare professionals and the local authority to support pupils whose attendance is affected by medical needs and ensure attendance records accurately reflect the reasons for absence.

- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to Outside agencies such as Occupational Therapist. Subsequently if they continue to find difficulties educationally due to physical needs then a meeting to be arranged with Health professional and Educational professionals to discuss if an EHC (Educational Health Care plan) is required. Parents will be involved within the process and pupil involved if age appropriate.

- All pupils at this school learn what to do in an emergency.

- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

10 This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks e.g. if a pupil has a severe nut allergy, school may consider asking staff/parents of other children not to bring in peanut butter sandwiches.

- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

11 Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

- The roles and responsibilities for all relevant parties are

Headteacher -

- To ensure policy covers all aspects of children's medical needs and ensure reviewed every two years.
    - Ensuring that the Medical Policy is implemented as described.
    - Ensuring that the legal requirements of current legislation are met within the school.
    - Keep the Governing Body well informed about SEN within the school.
    - Ensure that the school has clear and flexible strategies for working with Parents, and that these strategies encourage involvement in their child's education.

Governors -

- Have a duty to do their best to ensure that the necessary provision is made for pupils with medical needs and disabilities.
    - Must be fully involved in developing and monitoring the school's medical policy.
    - Ensuring that pupils with medical needs have the opportunity to join in the activities of the school as far as is reasonable practical.
    - Must have regard to the SEND Code of Practice when carrying out its duties toward all pupils with medical needs and disabilities.
    - Ensuring that the school goes not unlawfully discriminate against a pupil with a medical need in the education or associated services provided for or offered to pupils at the school.

Class teachers and other trained designated staff including First Aiders -

- To be aware of all pupils that have medical needs and what they are.
    - To make sure all appropriate medication is accessible to pupils at all times (e.g. visits, lunchtimes, playtimes)
    - Pupils with controlled medication are supervised by appropriate adult.
    - To liaise with parents as and when required with regard to medical needs.
    - Be aware of the effect of exercise on individual pupils with medical needs.

SENCO -

- To overseeing the day-to-day operation and implementation of the school's Medical Policy.
    - Coordinating provision for pupils with Medical needs.
    - Liaising with, supporting and advising teachers and all other relevant staff .

- Ensuring staff are made aware of their responsibilities in supporting pupils with medical needs.
- Liaising with and supporting parents of children with medical needs.
- Ensuring effective in-service training of staff takes place.
- Liaising with external health agencies.

School Nurse -

- Liaise with the school about individual pupils needs. Give advice and support training needs.

12 The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

Links to other policies

This policy links to the following policies:

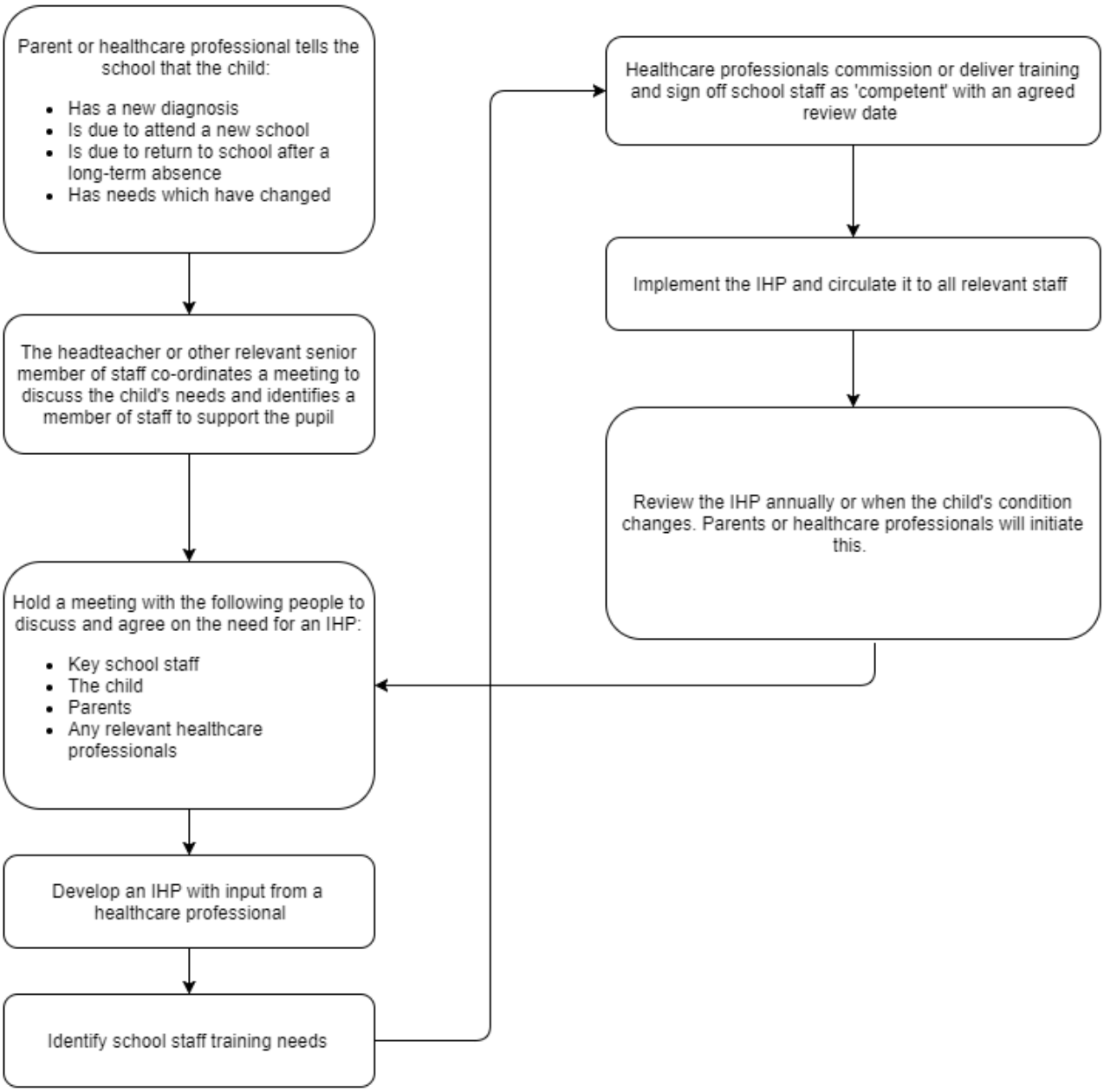
- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Appendix

Procedures at Fordbridge Community Primary School following being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.



Appendix – Health care plans

Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Miss S Jones - SENCo

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

What needs to be done
When
By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan if appropriate. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the head teacher -Mrs H Simcox and delegated person – Miss S Jones -SENCo, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements