Medical Conditions in School Policy

Audience	All Greswold staff Supply and temporary staff Governors Parents
Co-ordinated by	First Aid Lead
Date written / reviewed	May 2026
Date of next review	January 2027
To be reviewed by	Inclusion Lead & First Aid Lead
Associated Governing Body Committee	Inclusion

School vision statement

To provide an inclusive learning community where every child matters

Aims and Expectations

Our school aims to embed the principles of BRICKS:

- Belonging
- Respect
- Independence
- Curiosity
- Kindness
- Success

School aims

- *To provide a high standard of education in a stimulating, varied environment in which children can learn effectively;*
- *To create a caring atmosphere in which children are taught good citizenship, are happy and encouraged to act independently and foster self-discipline;*
- *To encourage the children to co-operate with, understand and care for others from all backgrounds and abilities, thus children are guided into responsibility not only for their own development but also that of the whole school family;*
- *To ensure that every child, whatever their ability, has the right and opportunity to attend our school with appropriate resources and support wherever possible, and to have access to a broad and balanced curriculum;*
- *To create, maintain and develop a physical and emotional atmosphere where children are stimulated to develop powers of observation and lively enquiring minds;*
- *To develop an understanding of decision-making and the need for rules, maintaining a continuous effort to improve standards for the general good and success of all.*

Introduction

We are an inclusive community that welcomes and supports pupils with medical conditions. Our 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. We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood and understand 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 specific medical conditions can have on pupils. Within school, there is a team of designated members of staff responsible for this medical conditions policy and its implementation.

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 should be read alongside Solihull's 'The Administration of Medicines in Schools and Settings: A Policy Document (6th Edition)', 2015 and 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England', DfE 2015.

Complaints by parents or others should be discussed initially, as appropriate, with the class teacher or child's designated person. 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 Headteacher, when it should be directed to the chair of governors. Parents may request a copy of the full complaints procedure from the School Office or refer to the Complaints Policy on our website.

1 Greswold Primary School is an inclusive community that supports and welcomes pupils with medical conditions.

- We are welcoming and supportive to all pupils with medical conditions and provide them 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.

- We will listen to the views of pupils and parents to enable them to 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.

- We understand 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 Our 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:

- Governors and Parent Governors
- The school's qualified First Aiders
- School Nurse
- School 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.

- Parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels for example:
    - School website
    - Staff training
    - Diabetic Nurse training
    - School Nurse
    - Care plans

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

- All relevant 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 annually. In the event of a school evacuation the designated member of the office staff will take the book containing copies of all the Care Plans for Pupils with Medical Needs and parental contact telephone numbers.

- We will, in partnership with parents and health care professionals, give careful consideration to whether a Care Plan is appropriate or proportionate. The development of a plan will be led by the School Nurse and co-ordinated by a key lead in the school office.

- A pupil's Care Plan will explain what help they need in an emergency. The plan will accompany a pupil should they need to attend hospital unless accompanied by a parent. Parental permission will be sought and recorded in the plan for sharing within emergency care settings.

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

- All 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 the child taken to hospital by ambulance.

6 We have clear guidance on providing care and support and administering medication at school.

- School staff understand the importance of medication being taken and care received as detailed in the pupil's Care Plan.

- Greswold 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. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. SMBC has made sure that there is the appropriate level of insurance and liability cover in place.

- Staff will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent (administration of medicines form) except in exceptional circumstances.

- For specific cases, when administering medication, we will check the maximum dosage and when the previous dose was given.

- The 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.

- Parents at the 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 parents are informed.

- Emergency inhalers for registered asthmatics are situated in the school office and KS1 photocopying room. Additional Auto-Adrenaline Injectors are also kept in the school office in case of emergency.

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

- First Aiders make 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. Pupils may carry their emergency medication with them if this is appropriate and agreed by parents. Emergency medication/equipment is stored in each classroom and the school office and a defibrillator is in the staffroom and by the KS2 staff toilets.

- Staff at the school can administer a controlled drug to a pupil once they have had specialist training.

- School staff will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Medication will be stored in a medical box in a safe position within the classroom which is clearly signed.

- We 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 year and to provide new and in-date medication at the start of each year. Dates are checked half termly via school procedures. Once a course of short-term medication is completed, it should be collected by parents via the school office to dispose of appropriately. This process is currently under review in light of the transition to medical tracker.

- Our school disposes of needles and other sharps by placing in a prescribed yellow sharps box provided by parents. Other alternatives such as glass jars won't be accepted. 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.

8 We have clear guidance about record keeping.

- Parents at the school are asked if their child has any medical conditions when they first join the school and then annually by Data Collection sheet.

- Where appropriate and proportionate, we use a Care Plan for pupils with medical needs to record the support an individual pupil needs around their medical condition. The Care Plan is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

- Our school has a centralised register of Care Plans, and an identified member of office staff has the responsibility for this register.

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

- We make sure that the pupils' confidentiality is protected and seek permission from parents before sharing any medical information with any other party.

- School staff will arrange to meet with parents/carers, the pupil (where appropriate), 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 Care Plan which accompanies them on the visit.

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

- Greswold 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 fulfil the requirements set out in the pupil's Care Plan. 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 will be kept with the care plan or with the medication.

9 Our 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.

- Greswold are 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. School organise and receive an annual visit/inspection from Solihull Health and Safety Advisory Office to evaluate accessibility arrangements.

- We make 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 anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSD, science lessons and assemblies to raise awareness of medical conditions to help promote a positive environment.

- Our 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.

- We understand 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.

- Greswold Primary School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and this is provided by parents.

- We will make 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. This school will not penalise pupils for their attendance if their absences relate to a documented medical condition.

- We will refer pupils with medical conditions, who are finding it difficult to maintain academic progress, to the SEND Co-ordinator and class teacher who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

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

10 We are 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 reducing specific triggers.

- We are committed to identifying and reducing triggers both at school and on out-of-school visits.

- School staff are given information on medical conditions which includes avoiding/reducing exposure to common triggers. For example, no nuts or nut produce allowed in school.

- The Care Plan 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. Where necessary, risk assessments are carried out on out-of-school activities, taking into account the needs of pupils with medical needs.

- Our 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.

- Greswold 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 – overall responsibility for complaints.
    - Governors – agree and endorse policy. Manage any complaints against Headteacher.
    - Teachers and other staff – appropriate support for identified pupils and liaison with relevant parties.
    - Trained designated staff – All first aid management.
    - Inclusion Lead – overview of pupils with medical conditions
    - School nurse – Care Plans and training.

13 Children with health needs who cannot attend school

If a pupil cannot attend school due to significant health needs, a school led team will meet to determine the length of absence. If the length is less than 15 days, school will liaise with the parents of the child to provide appropriate learning. If the absence is likely to be more than 15 days, and the child has been discharged from hospital, a referral will be made to Medical Alternative Provision (MAP), a service for pupils who temporarily are unable to attend school due to significant health needs.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/941900/health_needs_guidance_accessible.pdf

12 The medical conditions policy is reviewed annually, 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 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.

To be read alongside

Taking Medicines in School Policy
DFS statutory guidance Supporting Pupils at School with Medical Conditions
NHS The administration of medicines in school and setting