





## Supporting Pupils with Medical Conditions

	<b>Name</b>	<b>Date</b>	<b>Signature</b>
Reviewed	Mrs Carol Burgess	November 2021	C. Burgess
Reviewed	Mrs Danielle Mead	November 2023	
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### Version Control

<b>Date</b>	<b>Change</b>
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### 1. Aims

At Raglan Primary School and Nursery we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will always support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

**The named person with responsibility for implementing this policy is the Headteacher – Matt De Freitas.**

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### 2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on supporting pupils with medical conditions at school and the Early Years Foundation Stage statutory framework from the Department for Education (DfE).

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### 3. Roles and responsibilities

#### 3.1 The Local Governing Body

The Local Governing Body has ultimate responsibility for making arrangements to support pupils with medical conditions.

The Local Governing Body will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy
- Ensure arrangements are in place to support pupils with medical conditions
- Ensure the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively

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- Ensure that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation
- Ensure the policy covers arrangements for pupils who are competent to manage their own health needs
- Ensure that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits/trips/sporting activities, remain healthy and achieve their academic potential
- Ensure that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials
- Ensure written records are kept of, any and all, medicines administered to pupils
- Ensure the policy sets out procedures in place for emergency situations
- Ensure the level of insurance in place reflects the level of risk
- Handle complaints regarding this policy as outlined in the school's Complaints Policy
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The Local Governing Body delegates the day-to-day implementation of this policy to the Headteacher.

### **3.2 The Headteacher**

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure the policy is developed effectively with partner agencies and then make staff aware of this policy
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of Raglan Primary School and Nursery
- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Make sure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
- Liaise with healthcare professionals regarding the training required for staff
- Identify staff who need to be aware of a child's medical condition
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- If necessary, facilitate the recruitment of staff for the purpose of delivering the promises made in this policy. Ensure more than one staff member is identified, to cover holidays/absences and emergencies
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse

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- Continuous two-way liaison with school nurses and school in the case of any child who has or develops an identified medical condition
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure confidentiality and data protection
- Assign appropriate accommodation for medical treatment/care
- Voluntarily hold 'spare' salbutamol asthma inhalers for emergency use
- Ensure Medical Tracker is kept up to date with current medical information for all pupils
- Ensure appropriate staff have access to Medical Tracker and are trained in its use
- Monitor expiry dates of medications and emergency equipment via Medical Tracker
- Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date

### **3.3 Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. *A first-aid certificate is not sufficient*
- Knowing where controlled drugs are stored and where the key is held
- Taking account of the needs of pupils with medical conditions in lessons
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### **3.4 Parents/carers**

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Keep the school informed about any new medical condition or changes to their child/children's health
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child's IHP, and may be involved in its drafting
- Participate in the development and regular reviews of their child's IHP

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- Complete a parental consent form to administer medicine or treatment before bringing medication into school
- Provide the school with the medication their child requires and keeping it up to date including collecting leftover medicine
- Carry out any action they have agreed to as part of the implementation of the IHP, with particular emphasis on, they or a nominated adult, being contactable at all times
- Update medical information via Medical Tracker or by informing the school office immediately of any changes to their child's condition, medication, or emergency contacts

### **3.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

Pupils are responsible for:

- Providing information on how their medical condition affects them
- Contributing to their IHP
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents

### **3.6 School nurses and other healthcare professionals**

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

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## **4. Equal opportunities**

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

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Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

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### **5. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, (see form [Appendix 1](#)) the process outlined in [Appendix 2](#) 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.

At the beginning of each school year or when a child joins the school, parents/carers are asked whether their child suffers from any medical condition. Parents are reminded of the vital importance of providing this information to school and of updating the school should there be any changes or new conditions diagnosed. Parents who indicate that their child has a medical condition will be asked to provide further information regarding their child and the medication they are taking. This information should be updated by parents during the school year as necessary.

#### **5.1 Obtaining information about medicines**

We will:

- For new starters, send a form to all parents/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medical conditions their child has and any medication needs. Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s)

We ask that parents/carers proactively inform us by either phone call to the school office or an email to the school office if their child's medical needs change during the school year.

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### **6. Individual healthcare plans (IHPs) (See [First Aid Policy for the plan template](#))**

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

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/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

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Plans will be drawn up in partnership with the school, parents/carers 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.

When a pupil has a long term or complex medical need that requires specialist medication or protocols, the school will work with the parent to agree an individual healthcare plan for that child. Where appropriate, the drawing up of the healthcare plan will involve school/community nurse or health visitor. Advice will be sought from health practitioners e.g. GPs, consultants, specialist nurses, physiotherapists etc.

Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

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

The healthcare plan is a confidential document, however it must be displayed and accessible to those who may urgently need to refer to it. The school plans are accessible in the medical room and will be signed by the parent and the school.

If the child has an Individual Health Plan (IHP) the school will ensure that this is followed and shared with the relevant staff ensuring the child's needs are met at a level appropriate to her/his medical condition.

The Headteacher 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, 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/carers 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/carer or 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

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Each healthcare plan will be different, because each child's circumstances will be different. The following list describes some of the possible actions that could be included in a plan:

- A child may have a long-term absence and be at home. If this absence is likely to exceed 15 days, the Education Welfare Team may become involved and home tuition could become a possibility
- It is possible that a healthcare plan might also include an element of part-time attendance at school
- Regular medication given under supervision e.g. insulin if the child is diagnosed with diabetes

## **7. Managing medicines**

### 7.1 General principles

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so, **and**
- Where we have parents/carers' written consent

See Appendix 3 for consent form

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.**

Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours, this includes those prescribed three times a day – before school, after school and bedtime.

If this is not possible i.e. medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.

No child will be given any prescription medicines without written parental consent except in exceptional circumstances.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- In-date
- Labelled clearly
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

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Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

A maximum of one week's supply of the medication may be provided to the school at one time.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Medications will be stored in the School Office. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

A sharps box is available for disposal of used epipens and needles.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required. Parents will be asked to collect any medications left over at the end of the course.

We ask parents to collect medicines no longer required at the end of the school year. If parents do not collect medicines by the end of the autumn half term, they will be disposed of through the council's collection waste management service.

All medication administered to children will be recorded immediately in Medical Tracker, creating a complete audit trail.

Pupils will never be prevented from accessing their medication.

Raglan Primary School and Nursery cannot be held responsible for side effects that occur when medication is taken correctly.

## **7.2 Asthma**

Children who suffer with asthma need to be able to gain quick access to their inhalers (or spacers in the case of some younger children).

Parents must complete and sign a form to acknowledge that an inhaler has been provided and to give additional details of their child's condition. Both the inhaler (with child's name clearly displayed) and form are kept in the Classrooms with the children.

Members of staff ensure that inhalers are taken on off-site visits. Year 5 and Year 6 children are expected to look after their own inhalers when off site. It is the parent's/carer's responsibility to check that inhalers are replenished and in date.

### **Emergency Spare Inhalers**

The school holds spare salbutamol inhalers for emergency use in accordance with DfE guidance. These may be used when:

- A pupil's own inhaler is not available (e.g. broken, empty or lost)
- A pupil is having an asthma attack and their own inhaler is not working
- A pupil is experiencing breathing difficulties and has been prescribed an inhaler but doesn't have it with them

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Parents will be asked to complete a consent form for their child to use the emergency inhaler if needed. The use of spare inhalers will be recorded in Medical Tracker and parents will be notified on the same day.

All spare inhalers are stored in the medical room and expiry dates are monitored via Medical Tracker.

### **7.3 Anaphylaxis and administration of epipens**

Anaphylaxis is an extremely dangerous allergic reaction. It can be triggered by foods (e.g. nuts, seafoods) or non-foods (e.g. wasp and bee stings, certain medicines, even exercise).

The symptoms of anaphylaxis can be identified by effects on the respiratory system, cardiovascular system, gastrointestinal system, skin, nervous system, genitourinary system.

In the event of an attack it is important to administer an epipen as soon as possible and call 999 for an ambulance.

Children's epipens will be stored in the 'Children's Medication' box in the office. We request the parents leave two epipens with school. Each epipen is stored in a plastic box that also contains the name of the child, her/his photograph, and a copy of the child's individual care plan. Epipen training is provided.

### **7.4 Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **7.5 Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible.

IHPs will include procedure for staff to follow if a pupil refuses to carry out a necessary procedure or take medicine.

### **7.6 Transport arrangements**

- Where a pupil with an IHP is allocated school transport the school will invite a member of the transport team to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver/escort and the Transport team will ensure that the information is supplied when a change of operator takes place

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- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the vehicle in a suitable bag or container. They must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the vehicle throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action

### **7.7 Unacceptable practice**

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, the following practices are not acceptable at Raglan Primary School and staff must not:

- Prevent pupils from accessing their medication when needed
- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume pupils with the same condition require identical treatment
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents regarding their medical needs
- Ignore medical evidence or opinion
- Send pupils home frequently or prevent participation in activities due to their medical condition
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)
- Penalise pupils for attendance related to their medical condition
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Require parents to attend school to administer medication (except in exceptional circumstances agreed in the IHP)
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Create barriers to participation in school trips or activities
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Refuse to allow pupils to eat, drink or use the toilet when needed to manage their condition
- Administer medication without appropriate training and competency sign-off
- Administer, or ask pupils to administer, medicine in school toilets

Any staff member who is unsure about any aspect of supporting a pupil with medical conditions should speak to the Headteacher immediately.

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### **7.8 Agreed practice**

- Children will be able to easily access their inhalers and medication when and where necessary
- The school will not make assumptions that pupils with the same condition require the same treatment
- The school will take on board the views of the pupil and/or their parents regarding medical evidence or opinion
- We will try to prevent sending pupils home frequently or preventing them from taking part in activities at school
- Pupils will be escorted to the school office if they become ill
- Pupils with medical conditions will not be penalised for their attendance record where the absences is related to their condition
- The school will not make parents feel obliged or force parents to attend school to administer medication or provide medical support, including toilet issues
- There will be no barriers to children participating in school life, including school trips
- Pupils will be allowed to eat, drink or use the toilet when they need to in order to manage their condition

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### **8. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive, or accompany the pupil to hospital by ambulance.

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### **9. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

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All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.

School will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

Staff supporting pupils with complex medical needs will receive:

- Initial condition-specific training from healthcare professionals
- Annual refresher training
- Competency assessment and sign-off before administering any medication or care
- Access to the pupil's IHP at all times via Medical Tracker
- Immediate updates if the pupil's needs change

A training matrix is maintained showing which staff members are trained and competent to support each pupil with complex medical needs, ensuring sufficient cover for absences and emergencies.

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## **10. Record keeping**

The Local Governing Body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily-accessible place that all staff are aware of in the medical room.

### **10.1 Recording information about medicines**

We will:

- Enter each pupil's medicine need in Medical Tracker
- Update our records when parents/carers of pupils inform us of changes to their child's needs
- Keep a record of changes, labelling the most recent record for each child
- Make sure that all staff have access to records so that they are informed about pupils' medical needs
- Securely hold this information digitally in accordance with the UK GDPR
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

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## **11. Digital Record Management**

Raglan Primary School uses Medical Tracker to maintain up-to-date digital records of:

- All pupils' medical conditions and allergies
- Individual Healthcare Plans
- Medication administration records
- Staff training records and competencies

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- Emergency contact information

Medical Tracker enables:

- Real-time updates accessible to authorised staff
- Automated alerts for medication due dates and expiry
- Secure sharing of medical information with relevant staff
- Audit trail of all medication administered
- Parent access to update information where appropriate

All staff with responsibility for pupils with medical conditions will receive training on using Medical Tracker as part of their induction.

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### **12. Transition and Information Sharing**

When pupils with medical conditions transfer to or from our school:

- IHPs will be shared with the receiving school (with parental consent)
- Face-to-face handover meetings will be arranged for pupils with complex medical needs
- Medication and equipment will be transferred safely to parents or the receiving school
- The receiving school will be given reasonable time to arrange training and support before the pupil starts
- Medical Tracker records will be exported and shared securely where appropriate

For pupils moving between year groups within Raglan Primary School:

- IHPs will be reviewed and updated before the end of the summer term
  - New class teachers and support staff will receive necessary training before the start of the academic year
  - Medical Tracker access will be updated to ensure all relevant staff can view current information
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### **13. Liability and indemnity**

The Local Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The school's insurance arrangements cover staff providing support to pupils with medical conditions. Insurance policies provide liability cover relating to the administration of medication and individual cover is arranged for any healthcare procedures where necessary.

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### **14. Complaints**

All complaints should be raised with the school in the first instance.

Parents/carers with a complaint about the school's actions in regard to 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/carers to the school's complaints procedure.

The details of how to make a formal complaint can be found in the Trust Complaints Policy.

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### **15. Monitoring arrangements**

This policy will be monitored by the Headteacher.

It will be reviewed and approved by the Local Governing Body every year.

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### **16. Future Developments**

The school is aware of proposed reforms to SEND provision outlined in the Department for Education's Schools White Paper 'Every child achieving and thriving', including the introduction of Individual Support Plans (ISPs) for children with SEND.

Where a pupil has both medical needs and SEND, we will ensure that their Individual Healthcare Plan is coordinated with any ISP or Education, Health and Care Plan to provide holistic support.

This policy will be reviewed and updated in line with any statutory changes following the SEND reforms expected from September 2029.

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### **17. 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
  - Procedure to prevent the spread of infection
- 

### **Definitions**

- **'Parent(s)'** is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil
- **'Medical condition'** for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
- ADHD or other conditions requiring prescribed medication during school hours
- 

'Medical condition' includes mental health conditions such as:

- Anxiety disorders requiring specific management strategies
- Depression or other diagnosed mental health conditions requiring support
- Eating disorders requiring monitoring and support

For mental health conditions, IHPs may include strategies for emotional regulation, safe spaces, medication administration, and liaison with Child and Adolescent Mental Health Services (CAMHS) or other mental health professionals.

- **'Medication'** is defined as any prescribed or over the counter treatment
- **'Prescription medication'** is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage
- **A 'staff member'** is defined as any member of staff employed at Raglan Primary School and Nursery

Appendix 1 – Notifying the School of a Medical Need Form



## Raglan Primary School

### Medical, Asthma, Allergy and Dietary Questionnaire

#### Pupil Details

Pupil's Name _____	Class: _____
Parent/Guardian Name _____	
Telephone No/Mobile No. _____	
Name and address of Family Doctor _____	
_____	
Telephone No. _____	

#### Medical Conditions

Does your child suffer from any known medical conditions? If so, please give the name of the condition and symptoms.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does your child need to be administered a medication for the condition? Is there any specific care requirements for your child's condition?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Asthma/Viral Wheeze

Does your child suffer with asthma? Or have a viral wheeze – Please indicate

Asthma                       Viral Wheeze

Does your child need an inhaler at school for their condition?

Yes                               No

Can you tell us the name of the medication, dosage and any advice for use (e.g. salbutamol inhaler, 4 puffs, when needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Raglan Primary School

### Medical, Asthma, Allergy and Dietary Questionnaire

#### Allergies and Food Intolerance

Does your child have an:  Allergy (food, insects, materials etc)  Food Intolerance

If so, please detail below what they are allergic to, please be as specific as you can.

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Can you detail what happens if they come into contact with the allergen or food? (e.g. swelling of face, anaphylaxis)

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Does your child need medication to treat their allergy or intolerance e.g. ~~Epipen~~, antihistamine?

 Yes No

If yes, can you tell us the name, dosage and any advice for use?

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#### Dietary

Are there any foods your child must avoid because of cultural or religious beliefs?

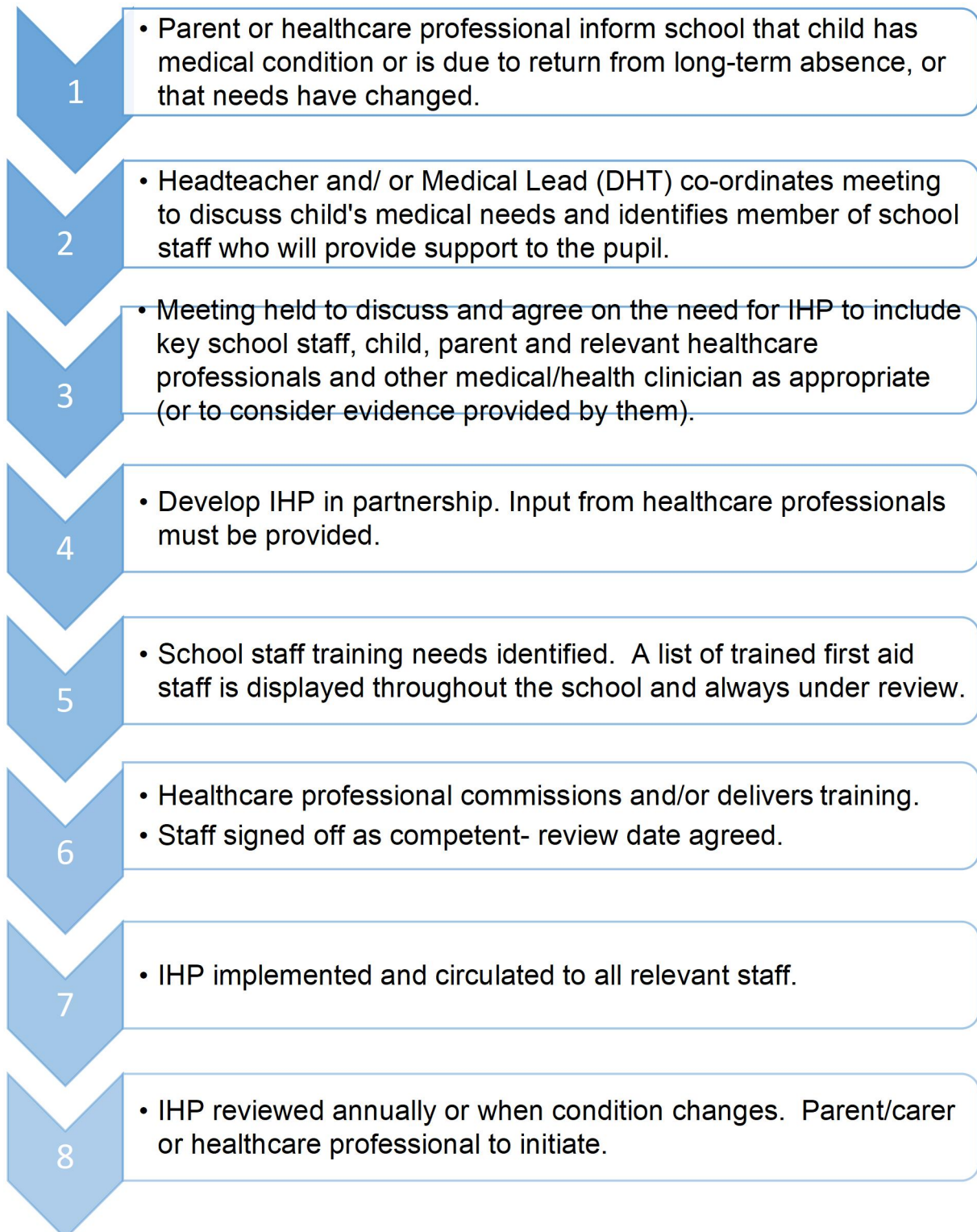
Please give details: \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

School use only-

Need to create an IHP

Appendix 2 - Process to create an IHP



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**Appendix 3 – Consent to Administer Medication in School Form**

**RAGLAN PRIMARY SCHOOL**  
**Request for School to Administer Medication**

This form must be completed by parents/carers for any medicines to be administered to pupils during school hours.



**PUPIL DETAILS**

Pupil's Full Name:	
Class:	
Date of Birth:	

**PARENT/CARER DETAILS (Filling out the form)**

Name:	
Relationship to child:	

**MEDICATION DETAILS**

Name of medication:	
Type of medication (tablet, liquid, inhaler, injection)	
Reason for medication:	
Is this medication prescribed by a doctor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**DOSAGE AND ADMINISTRATION:**

Dose to be given: (number of tablets, ml or mg dosage, number of inhales)	
Time(s) to be administered:	
How should the medication be administered? (e.g., swallowed with water, inhaled):	

**DURATION OF TREATMENT:**

Start date:	
End date:	
Ongoing	<input type="checkbox"/>
review date:	

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**STORAGE REQUIREMENTS:**

- Room temperature
- Refrigerated
- controlled drug and must be locked securely
- Other (please specify): \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

Are there any side effects that the school should be aware of?	
What action should be taken if a dose is missed?	

**EMERGENCY PROCEDURES**

What should staff do in an emergency related to this medication or condition?	
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**MEDICATION PROVIDED (please tick to confirm)**

I confirm that:

- The medication is in-date, labelled in English, and provided in the original container as dispensed by the pharmacist with clear instructions for administration, dosage and storage
- I will collect any unused medication at the end of the treatment period
- I will notify the school immediately of any changes to the medication or dosage
- I will provide the school with a new supply before the current one expires

**CONSENT (please tick to confirm)**

I request that my child be given the medication detailed above during school hours.

I understand that:

- Records of medicines administered will be kept for as long as my child is a pupil at the school
- I will be contacted if there are any concerns about administering the medication
- In an emergency, school staff may need to call 999
- The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance

**Parent/Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Office Use Only:**

Date received: \_\_\_\_\_  
Medication checked by: \_\_\_\_\_ Date: \_\_\_\_\_  
Entered into Medical Tracker:  Yes Date: \_\_\_\_\_  
Storage location: \_\_\_\_\_  
Staff informed: \_\_\_\_\_