



Bristol Drive
Lincoln
LN6 7UE

Supporting Children with Medical Conditions Policy

February 2024

This policy aims to give all members of the school community clear guidance with regard the rationale, principles, strategies and expectations of protecting and caring for our pupils with Medical Conditions at Sir Francis Hill Primary School.

Policy Owner	AHT/DSL
Governing Body Committee	Development
Date Approved by Governors	February 2024
Next Review Date	February 2025



Policy development

This policy has been developed in consultation with staff, pupils and parents. The consultation and policy development process involved the following steps:

1. **Review** – a member of staff or working group pulled together all relevant information including relevant national and local guidance
2. **Ratification** – once amendments were made, the policy was shared with governors and ratified

Roles and responsibilities

The governing body will approve the policy, and hold the headteacher to account for its implementation.

The headteacher is responsible for ensuring that the policy is implemented consistently across the school.

Lead teacher is responsible for reviewing the policy and supporting staff in the implementation of the policy, as well as providing support and training when required.

Staff are responsible for:

- delivering and implementing the policy in all areas of school life.
- monitoring progress and bringing any concerns with the policy to the attention of Senior Leadership.
- responding to the needs of individual pupils and applying the policy appropriately

Pupils are expected to adhere to the contents of the policy, ensuring they are ready, respectful and safe at all times.

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Background to this policy

Sir Francis Hill Primary school is an inclusive community that welcomes and supports all children, including those with medical conditions. At Sir Francis Hill we acknowledge that most pupils at some time in their school life will have a medical condition, which could affect how/if they can participate in school activities. The condition could be a short term condition or one which requires longer term care. This policy is written to guarantee that staff are aware of how they can help to support pupils with medical conditions. This also includes a responsibility for the Senior Leadership Team to ensure that there is a commitment that all relevant staff will be made aware of a child's condition, supply staff will be briefed, risk assessments will be carried out, when needed, and individual medical plans (if required) will be monitored regularly. From September 2014, a new duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions, this policy ensures that this duty can be met.

Aims

At Sir Francis Hill we will aim to:

- ensure that children can be healthy
- ensure that children can stay safe (including the safe management of medication)
- ensure that children can enjoy and achieve well
- ensure that children can make a positive contribution to the school
- listen to the views of pupils and parents
- ensure acceptable provision is in place for children with medical conditions (including the provision in medical plans)
- ensure that parents and pupils feel confident in the care that the children receive
- acknowledge that no two children with the same medical condition will need identical care

This policy is written in accordance with the DfE statutory guidance as stated in the document: Supporting pupils at school with medical conditions (December 2015).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Definitions

Pupils' medical needs may be broadly summarised into two types:

- Short-term: affecting their participation in activities in school when they are on a course of medication, or have a short-term injury (such as a broken limb)
- Long-term: potentially limiting their access to education and requiring extra care and support on a daily basis

Legality

Staff in school are not REQUIRED to support children with medical conditions or administer medication as part of their employment contract but they can volunteer to do so and will be supported by members of the Senior Leadership Team if they do so. Any member of staff can discuss this with their Union or Teacher Association if they wish to. However, in the case of an emergency, failure to act could result in a teacher or other member of staff being found in breach of their statutory duty of care.

Roles and Responsibilities

The Governing body at Sir Francis Hill will:

- ensure that the school's policy clearly identifies the roles and responsibilities of all stakeholders in school
- ensure that the policy is implemented
- ensure that staff training is up-to-date and sufficient

The Head teacher at Sir Francis Hill will:

- ensure that the policy is developed and effectively implemented
- ensure that all staff are aware of the policy and understand their role in implementation
- ensure that all staff who need to be aware are aware of children's medical conditions
- assist in recruiting suitable staff, if needed, to implement the Individual Medical Plan (IMP)

The parents of children with medical conditions will:

- provide the school with sufficient and up-to-date information about their children
- in some cases, be the first person to notify the school of such conditions
- be involved in the development of a child's Individual Medical Plan (IMP)
- provide medicines and equipment as required

The pupils (if appropriate) at Sir Francis Hill will:

- provide information about how their condition affects them
- be involved in discussions about their conditions
- contribute to their Individual Medical Plan (IMP) if appropriate

Staff at Sir Francis Hill will:

- liaise with external agencies about how the child's condition will affect them in school
- adhere to and implement Individual Medical Plans (IMPs)
- be provided with training (either internally or from external agencies, such as School Nursing) if needed
- know what to do when responding to a child's medical condition

Individual Medical Plans

(An example medical plan can be found in Appendix 1)

Pupils with long-term medical conditions will have an Individual Medical Plan, if needed, staff will consider the following:

- the medical conditions, it's triggers, signs, symptoms and treatment
- the pupil's resulting needs from the condition, including medication, treatment, time, facilities, equipment and environmental issues
- specific support for the pupils
- level of support required
- who will provide the support
- who in school needs to be aware of the child's medical condition
- written permission from parents where medication will be administered in school
- separate arrangements, if needed, for school trips
- what to do in an emergency, including an emergency plan in the form of a flow chart (Appendix 2)

A copy of the medical plan will be given to parents/carers, class teachers and key members of staff. A copy will also be stored in the medical room and at main Reception for admin staff. All trained staff will ensure that they adhere to these plans.

Managing Medicines on school premises

At Sir Francis Hill, we will adhere to the following guidelines:

- medicines will only be administered when it would be detrimental to a child's education not to do so or it is prescribed to be given at least 4 times per day
- no child will be given medication without written permission from a parent (Appendix 3)
- we will only accept prescribed medication in clearly labelled original containers and will ensure that the medication is in date (The only exception to this will be insulin which may be provided in a pump)

- all medication will be stored safely (inhalers will be available to children at all times)
- when medication is no longer required, it will be returned to the parent
- sharp boxes will be used for the disposal of sharps/needles (these will be provided by the parents of the child and returned to them in a sealed condition when full. This is in order for the parent to arrange disposal of)
- prescribed drugs will be available in an emergency for the child named on the prescription (for example Epipens)
- records will be kept on the administration of drugs (Appendix 4)

External Agencies

At Sir Francis Hill we will work with the following agencies to ensure that children's needs are met:

Children & Young Person's Nursing Team Children's Services Educational Psychology services CAMHS	Children with Disabilities Nursing Team Nursing Team from LCH Paediatric Team from LCH Home Tutors (from Pilgrim School)
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Monitoring and Evaluation

This policy was implemented in the Spring Term 2025

This policy will be reviewed every two years, or earlier if necessary

Appendix 1: Individual Medical Plan (IMP)

Medical Plan

Name of child:	Class:	Teacher:
SEN Register:	Diagnosis:	Medication:
Care Plan written:	Reviewed:	Staff trained:

Contact:	Contact:	Contact:
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Risk (What could happen?)	Action to be taken	Person Involved

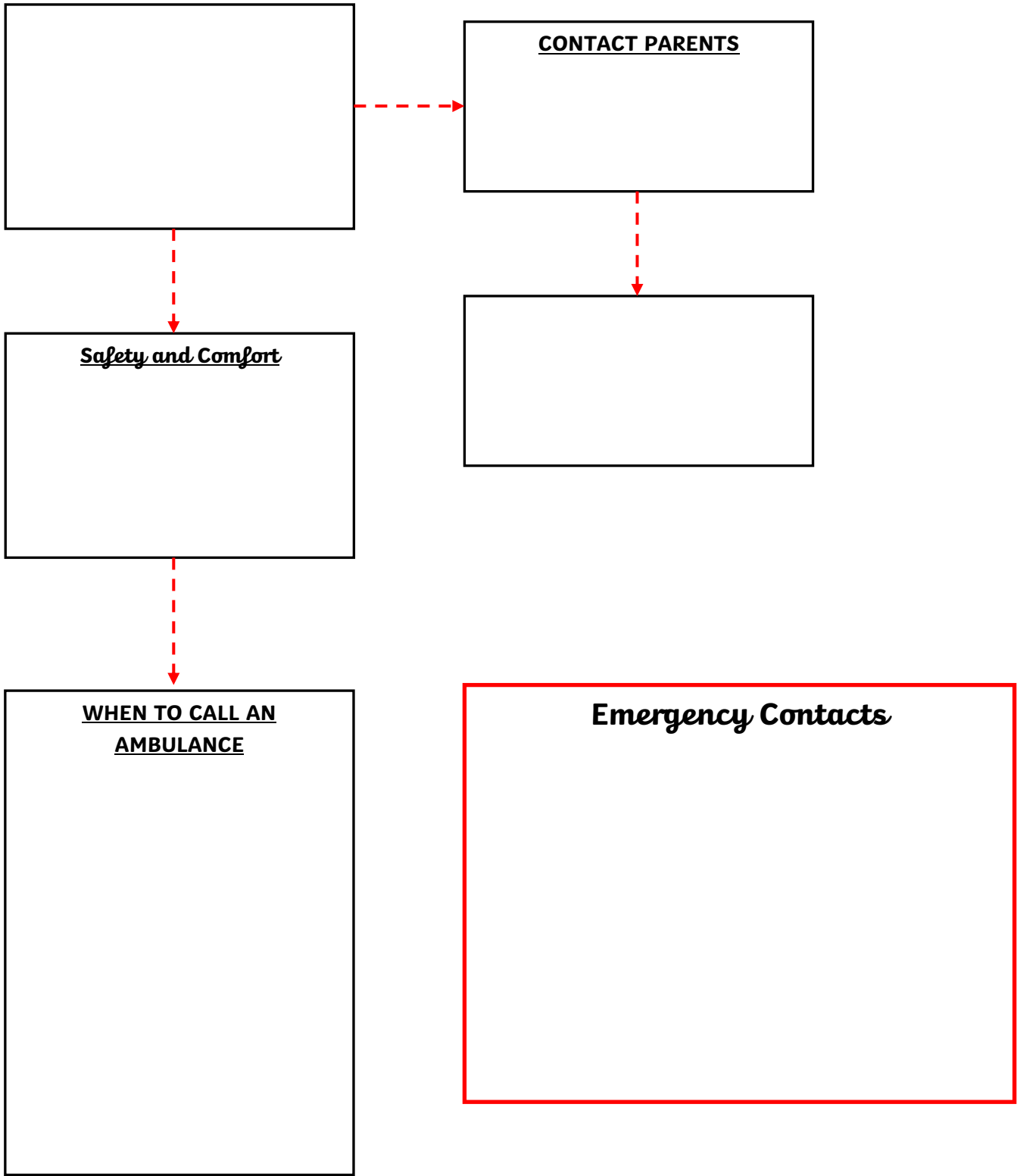
Frequency:-		Photograph of child:-
Point to be taken:-		
Signed:-	Teacher:- SENCO:- Head:- Parent:-	

Storage of Medication:-

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Appendix 2: Flow Chart for Emergency Care

EMERGENCY MEDICAL PLAN
Name of child (Class)
PLAN OF ACTION FOR ?



Appendix 3: Written Permission to administer Medication



Sir Francis Hill Primary School

Date _____

Name of child _____

Class _____

Name and strength of medicine

Expiry date on medication

Dosage to be given in ml/g

How often is this given (How many times in a day?)

Any other instructions

Medicines will be sent to school in the original container with the labels attached. I give consent to the staff at Sir Francis Hill to administer the above named medication to my child. I will inform school immediately if the dosage changes, or there is a change in frequency.

Parent's signature _____

Print name _____

Contact number for parent _____

Appendix 4: Record of administration of medication

ADMINISTRATION OF MEDICINES

Date					
Time given					
Dose given					
Name of member of staff					
Staff initials					

Date					
Time given					
Dose given					
Name of member of staff					
Staff initials					

Date					
Time given					
Dose given					
Name of member of staff					
Staff initials					