The Federation of St. Giles and St. John

Medical Conditions Policy

Supporting Pupils with Special Medical Needs

Date policy adopted/reviewed:	April 2025
Next review date:	April 2027

Definition:

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

1. Short term, for which they are on a course of medication, which could affect their participation in school activities.
2. Long term, potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Rationale:

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

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis, and may need to take swift action in an emergency. This duty extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the Shropshire Council Medicines in Schools section of the Health and Safety Policy, which encourages self-administration of medication when possible. Contact details for our school nurse can be found in the school prospectus, which also states a copy of this policy is available to parents.

Aims

The school aims to:

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

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

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

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

Expectations

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable, and that members of staff will only be asked to be involved if there is no alternative
- where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- that school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- any medicines brought into school by the staff e.g. headache tablets, should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. Pupils with medical needs which require specific care will have an individual care plan. This is written taking into account the views of professionals, parents and school to meet the individual needs of the child. This care plan is referred to by staff involved in ensuring the medical needs of the pupil are met. The care plan is reviewed regularly. When appropriate the care plan is supported by the intimate care policy.

Managing medicines

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

The school requires written instructions from the parents on how to administer the medication. A record showing date and time of medicine given is kept with the consents in the office.

The school will only accept prescribed medicines that are:

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

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

See Appendix A: Parental agreement for setting to administer medicine

Storage of medicines

All medicines will be stored safely. 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.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

Asthma Inhalers

If a child suffers from asthma, the school asthma health care plan and the parental request form for the administration of medicine should be completed when the child enters school. (Appendix A and B).

Inhalers (relievers) should be available immediately (within one minute) and used if the child struggles to breathe or starts to cough or wheeze excessively. It is important that these are administered as prescribed.

It is important that children with asthma can (or learn to) know the difference between being normally out of breath and requiring the use of an inhaler. NB These cause harm if taken by a non-asthmatic or if overused when not required.

Any children who may require the need of an inhaler should be monitored before and after its use.

These should be kept where the child can access them readily. Inhalers should be taken to sporting events and PE lessons and used during exercise if required.

Epi-pens

If a pupil is prescribed an epi-pen, they will be stored by the first-aid cupboard (in the School Office) and their main classroom base so that they can be accessed immediately if needed. The containers should be clearly labelled with the child's name and contain instructions for use. Regular epi-pen training should be provided to staff if a child in school is prescribed an Epi-pen.

The particular training of staff, and the storage of other specific medication, will depend on the advice given by the relevant nurses.

Parents and carers are encouraged to provide the school with full information about their child's medical needs and these are recorded on the school registration form and passed to class teachers, to be noted on record sheets.

Appendix A: Parental agreement for setting to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Lorna Griffiths or Stephanie Heeley

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Appendix B: School Asthma Healthcare Plan

Child's Name	
Date of Birth	
Class/Group/Form	
Child's Address	
Date Asthma Diagnosed	

Emergency Contact Details

Name	
Phone No. (home)	
(mobile)	
(work)	
Name	
Phone No. (home)	
(mobile)	
(work)	

G.P.

Name	
Phone No.	

Clinic/Hospital Contact

Name	
Phone No.	

Describe how asthma affects your child including their typical symptoms and asthma 'triggers'
Describe their daily care requirements including the name of their asthma medicine(s), how often it is used and the dose. (E.g. once or twice a day, just when they have asthma symptoms, before sport).
Describe what an asthma attack looks like for your child and the action to be taken if this occurs.
ADVICE FOR PARENTS
Remember: 1. It is your responsibility to tell the school about any changes in your child's asthma and/or asthma medications 2. It is your responsibility to ensure that your child has their 'relieving' medication and individual spacer with them in school and that it is clearly labelled with their name. You should confirm this with your child's class teacher. 3. It is your responsibility to ensure that your child's asthma medication has not expired. 4. Your child should not be exposed to cigarette smoke.

The above information is, to the best of my knowledge, accurate at the time of writing and I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____