



Summary Policy in the Management of Pupils with Medical Needs at Eastfield Primary School

APPROVED by Governors: 22nd January 2018, reviewed October 2021, September 2022, October 2023, December 2024

SECTION A: STATEMENT OF PRINCIPLES

Eastfield Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This summary has been developed in line with the Department for Education's guidance – Templates for supporting pupils with medical conditions May 2014 and Supporting pupils at school with medical conditions – statutory guidance for governing bodies of maintained schools in England December 2015.

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

This policy summary should be read alongside the 'Model Medicine Policy' - Supporting children and young people with their medical conditions in early years' settings, schools, academies and other education establishment – approved by the RWT / Wolverhampton City Council in September 2020 (2020-2023). School are awaiting an update from RWT – this should be imminently

Most pupils will at some time have a medical condition that affects their participation in some or all school activities. For most this will be short-term and where medication is required it will only involve finishing off a prescribed course, such as antibiotic eye drops etc.

A small number of pupils have medical conditions that, if not properly managed, will limit their access to an appropriate education. These pupils are said to have medical needs. Most pupils with medical needs are able to attend school regularly and, with appropriate support, can take part in all, or almost all, normal school activities.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities and this includes children with medical conditions.

The Governors, Head Teacher and staff of Eastfield Primary School will conform to all statutory guidance and work within guidance issued by Wolverhampton Local Authority and Royal Wolverhampton Trust (RWT).

The Governors, Head Teacher and staff:

- are committed to ensuring that all pupils have access to as much education as their medical condition allows, in order to maintain the momentum of their studies, keep up with their peers and fulfil their educational potential.

- recognise the valuable contribution of parents and other agencies in providing information to ensure best access to all educational and associated activities for pupils with medical needs.
- recognise that on occasion pupils with long-term and/or complex medical needs will require intervention from a specialist provision, such as a special school, the Home and Hospital Tuition Service or the Orchard Centre.
- will work with specialist providers, whenever necessary, to ensure smooth transition to (and where appropriate back from) the specialist provision and, as far as is possible, provide continuity in learning.

SECTION B: DEFINITIONS

'Medication' is defined as any prescribed or over the counter medicine.

'Prescription medication is defined as any drug or device prescribed by a doctor.

A 'staff member' is defined as any member of staff employed at Eastfield Primary School, including teachers.

Drugs covered by the Misuse of Drugs Act (1971), otherwise known as controlled drugs (such as methylphenidate) may occasionally be prescribed for pupils.

These drugs should be treated in the same careful manner as all other prescribed medication, in line with the procedures agreed by Wolverhampton Local Authority and described within this guidance.

Under no circumstances will medication be given to (children under the age of 16) unless written permission has been obtained from parents/carers.

Some non-prescribed or homeopathic medication needs to be taken on a very regular basis. Medication of this type will only be allowed into school with the express permission of Mrs Hay (Head Teacher) and when parents/carers have completed all necessary consent forms.

SECTION C: RESPONSIBILITIES

(I) The Local Authority / RWT are responsible for:

- Promoting co-operation between relevant partners and stakeholders regarding supporting pupils with medical conditions
- Providing support, advice and guidance to schools and their staff
- Making alternative arrangements for the education of pupils who need to be out of school for 15 days or more due to a medical condition
- Providing suitable training to school staff, through the School Nursing Service in supporting pupils with medical conditions to ensure that Individual Health care plans can be delivered effectively.

(II) Governing Body

The Governors of Eastfield Primary School:

- Will ensure that the 'supporting pupils with medical conditions – medicine policy' is implemented in school
- will ensure that the school has an effective policy (and a summary) on the management of pupils with medical needs and that this summary of the policy is included on the school's website
- Will ensure that the 'supporting pupils with medical conditions – medicine policy' does not discriminate on any grounds including, but not limited to: ethnicity, national origin, culture, religion, gender, disability or sexual orientation.
- Will ensure that all pupils with medical conditions are able to participate as fully as possible in all aspects of school life.
- have delegated day-to-day responsibility for the management of pupils' medical needs to the Head Teacher and will receive relevant information on issues relating to the management of pupils with medical needs, once a term, via the Head Teacher's report.
- will review the effectiveness of this policy on an annual basis and make any necessary revisions to ensure that it continues to be effective and that it reflects any changes in the law.
- will ensure that parents' cultural and religious views are always respected in managing the medical needs of pupils.
- Will ensure that relevant training is provided to staff members who take on responsibility to support children with medical conditions
- Will ensure that written records of any and all medicines administered to individuals and across the school population
- Will handle complaints regarding this policy as outlined in the school's complaints policy.
- Will ensure that the level of insurance in place reflects the level of risk

(ii) Head Teacher

The Head Teacher is responsible for the day-to-day implementation and management of the 'supporting pupils with medical conditions – medicines policy' and procedures of Eastfield Primary School.

The Head teacher:

- will ensure that all staff are aware of the policy and also of statutory duties and safeguards that apply to their post.
- will ensure that enough staff are trained to be able to implement the policy and to deliver Individual Care Plans in normal, contingency and emergency situations.
- will ensure that procedures are in place for formal agreements to be drawn up between the school and parents/carers of pupils with medical needs. See Appendix A (school procedures and planning forms);
- is responsible for ensuring the effectiveness of this policy in providing pupils with medical needs access to education and all associated activities available to other pupils.

(iii) Named Contact – Family Liaison and Safeguarding Officer / Office Manager

In order to ensure that parents, staff, governors and outside agencies who have contact with pupils with medical needs have an easy route to communication with the school, the Family Liaison and Safeguarding Officer, Office Manager will be available.

As well as acting as first contact for parents and outside agencies, Miss Rownes and Mrs Stewart will be responsible for:

- liaising with healthcare professionals regarding the training required for staff
- contacting the school nursing service in the case of any child who has a medical condition
- developing Individual Care Plans (IHPs)
- liaising with the school's SENCO regarding health needs for children with an Education, Health and Care plan
- the school's system of record keeping for pupils with medical needs.
- ensuring the confidentiality of all records on pupils with medical needs.
- ensuring that school staff understand the nature of the condition where they have a pupil with medical needs in their class and that all staff have appropriate access to information and training in order that pupils with medical needs are able to attend school regularly and, with appropriate support, take part in all, or almost all, normal school activities.
- ensuring that risk assessments are carried out wherever necessary, for both in-school and off-site activities
- ensuring that trained staff are available wherever and whenever necessary to ensure the safety of pupils with medical needs.
- monitoring the attendance of pupils with longer term medical needs.
- assisting in maintaining contact with pupils out of school because of medical needs.
- attending multi-agency reviews as required.
- ensuring that, wherever appropriate, pupils out of school for short periods of time with any medical condition are provided with work to do at home and this work is assessed and recorded appropriately.
- providing appropriate agencies with confidential access to school records to ensure that pupils transferred to specialist provision are able to maintain their learning and progress as far as is possible.
- Administering prescribed medication to pupils where written consent has been received from parents

There is no statutory/contractual duty for staff to administer medicine in school. In Eastfield Primary School, the following staff have volunteered to take responsibility for administering medicine and supervise pupils

taking medication, whenever requested to do so by Miss Rownes, and Mrs Stewart (the named contacts):

1. Mrs Stewart (Office manager)
2. Miss Rownes (Family Liaison and Safeguarding Officer)
3. Mrs Hay (Head Teacher)
4. Mrs Bird (Deputy Head Teacher)

All of these staff have completed training in the administration of medicines.

In an emergency, swift action would need to be taken by any member of staff to secure assistance for any pupil. Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises. This duty extends to teachers leading any activities taking place off the school site.

(iv) Teachers and Other Staff

Teachers and other staff are responsible for:

- Taking appropriate steps to support children with medical conditions
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions
- Writing risk assessments for off site visits to ensure that children with medical conditions are suitably planned for
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

When pupils are out of school for short periods of time with a medical condition, it is the responsibility of the class teacher to:

- ensure that, wherever appropriate, they are provided with work to do at home and that this work is assessed and recorded appropriately.
- maintain contact with the pupil and his/her family.
- ensure that the pupil is welcomed back into school with the minimum of disruption.
- ensure that the pupil has any additional support necessary to catch up with work and maintain best progress.

(V) School Nurses

School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition
- Liaising with locally with GPs, School nursing service and other health care professionals on appropriate support

(VI) Parents and carers

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child / children's health
- Completing a parental agreement for school to administer medicine form (this is a Microsoft form - M3 sent to parents electronically) before bringing medication into school
- Providing school with the medication their child requires and keeping it up to date
- Collecting any left-over medicine at the end of the course (or end of the school year)
- Discussing medications with their child / children prior to requesting that school administers the medication
- Where necessary, developing an individual health care plan for their child in collaboration with the Head Teacher, other staff members (named school contacts) and health care professionals.

SECTION D: TRAINING

Teachers and support staff will receive training on the 'supporting pupils with medical conditions – medicine policy' as part of their induction and will receive annual updates via the school nursing service on Asthma and Epipens.

Staff who administer prescription medication or undertake any health care procedures will undertake training specific to the responsibility, including administering.

Training records will be kept in school.

SECTION E: MEDICATION COMING INTO SCHOOL AND ITS ADMINISTRATION (M3 Microsoft form completed electronically)

- Most medication prescribed for a pupil will be able to be administered once, twice or three times a day. In these circumstances parents/carers will be able to manage this before and after school and there is no need for medication to come into school.
- Where medication is required to be administered in school then the parent must complete and sign a parental agreement for a school to administer medicine form (this is a Microsoft form - M3 sent to parents electronically).

- No child will be given any prescription medication without parental consent, except in exceptional circumstances
- No medication will be allowed into school unless it is clearly labelled with:
 - The child's name
 - The name and strength of the medication
 - The dosage and when the medication should be given
 - The expiry date
 - The above information should be checked each and every time that medication is administered.
- All medication must come into school in the original child-proof container and be accompanied by the original guidance literature.
- Where two types of medication are required, each should be a separate container.
- Where medication is required long-term, a letter from the pupil's General Practitioner (GP) or consultant must accompany the medication.
- Parents/carers should hand all medication to Mrs Stewart or Miss Rownes (the Family Liaison and Safeguarding Officer) who are the named contacts on arrival at school.
- Medicines will normally be stored in a locked cupboard in the school office or in the medicine fridge in the medical room and accessed only by staff named above.
- Certain medicines, such as asthma inhalers and EpiPens may need to be readily available to pupils. These will be kept:
 - By the pupil in KS2
 - In classroom cupboards (tubs) in EYFS and KS1

These medications will accompany the child at playtime, dinner time and any time the child is away from the classroom e.g. PE

- Written records are kept of any medication administered to children in the school office (including emergency inhaler)
- Non-prescribed Calpol is stored in the locked cupboard in the main office and may be administered to children in exceptional circumstances and only after seeking consent from parents via the school's Microsoft form.
- Non-prescribed piriton is stored in the locked cupboard in the main office and may be administered to children in exceptional circumstances and only after seeking consent from parents via the school's Microsoft form.

- If a child refuses to take their medication, parents will be informed immediately. The child will not be forced to take it and additional medication will not be given. Refusal of medication will be recorded on Edukey and also on the record of medication administered form.

SECTION F: OFF-SITE ACTIVITIES

Special arrangements may need to be made whenever pupils with medical needs are engaged in off-site activities. This includes such activities as a visit to the local swimming pool, a visit to another school, an educational day visit or a residential experience.

A risk assessment on the specific needs of the pupil in the activity should be carried out. All reasonable adjustments should be considered to ensure that the pupil can access all parts of the activity alongside their peers, in the safest possible way. Where it is not possible to eliminate all risk for the pupil a meeting will be requested with the parents/carers in order to agree the best way forward. A written agreement will be reached before the activity takes place.

SECTION G: SPECIAL EDUCATIONAL NEEDS AND PUPILS WITH MEDICAL NEEDS

On occasion, pupils with medical needs may need provision that is different from or additional to that made for other pupils in the school, to make adequate progress in their learning.

In this case an individual educational plan (IEP) will be written that specifies the targets for the pupil and the special teaching strategies required to ensure their progress.

The Assistant Head Teacher Mr Thelwell has responsibility for overseeing provision for SEN support pupils and pupils with EHCPs (Education, Health, Care plans) (See SEN Policy and SEN Information Report)

SECTION H: PUPILS RECEIVING EDUCATION OTHERWISE THAN AT SCHOOL BECAUSE OF MEDICAL NEEDS

Where responsibility for the education of a pupil with medical needs transfers to another school, home tuition service or pupil referral unit, Miss Rownes will ensure that relevant school records, including up-to-date assessment information is made available to the receiving establishment within five days of a request being received.

When a pupil receives education otherwise than at school because of medical needs they remain on the roll of Eastfield Primary School. In these cases, Miss

Rownes will attend review meetings and provide materials for agreed work programs on a termly basis.

Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that an individual health care plan identifies the support the child needs to reintegrate.

SECTION I: INDIVIDUAL HEALTH CARE PLANS

Where necessary an individual health care plan will be developed in collaboration with the pupil, parents/carers, Family Liaison and Safeguarding Officer, SENCO and medical professionals. These plans will be shared with class teacher and uploaded to:

- Edukey Safeguard My School - files
- 'Medical Information' on TEAMS
- The child's individual SIMs record

Individual health care plans will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a child has an Education, Health and Care plan then the individual health care plan will be linked to it or become part of it.

SECTION J: MONITORING, REVIEW AND EVALUATION

This implementation of this policy will be monitored by Mrs Hay, and issues will be reported to Governors on a termly basis through the Head Teacher's report.

The success of this policy will be evaluated once a year by the Head Teacher, staff and governors and reported to parents, with any proposals for improvements.

This policy was adopted and approved by the Governing Body of Eastfield Primary School on 22/1/18 and was reviewed in November 2020, October 2021, September 2022, October 2023, December 2024.

Signed Ms Moyra Throssell (Interim Chair of Governors)

Signed Mrs Sarah Hay (Head Teacher)

APPENDIX A

Medicine Forms and processes / procedures used by Eastfield Primary School (taken from the Supporting Children and Young people with their medical needs in Schools – medical policy)

1. When a child joins Eastfield Primary School, parents are sent a link by the school office for them to complete the 'contact and consent' new starters Microsoft form electronically.
2. Once the 'contact and consent' new starters Microsoft form is completed then the office manager analyses the form and if any medical details are disclosed then an additional Microsoft form is sent to parents (M2 or M5, depending on medical condition).
3. Once the M2 or M5 form is completed then the child is added to the medical spreadsheet on TEAMS – General – Files – Academic Year 2024-25 – Whole school medical info spreadsheet.
4. The M2 or M5 form is also uploaded into the class folders on TEAMS – General – Files – Academic Year 2024-25 – Medical files
5. All staff have access to the medical spreadsheet and will refer to this spreadsheet when planning / risk assessing any off-site visits (including overnight residential visits). *Kingswood Overnight Residential Microsoft Form will be sent to Y2 children separately each year.*
6. At the beginning of each new academic year, all medical conditions are checked by the office manager and Family liaison and safeguarding officer and followed up with parents.
7. Parents can update their child's medical details on the SIMs parent app at any time, and school will receive notification of any change.

PLANNING FORMS

To view forms, hold control and click form name.

Form M1 Emergency Planning

[Form M2](#) Healthcare Plan for a Pupil with a Medical Need

[Form M3](#) Request to school for administration of medication

[Form M5](#) Healthcare Plan for a Pupil with Anaphylaxis

[Form M8](#) Asthma Form / Emergency Inhaler

Emergency Planning

Request for an Ambulance to:

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Dial 999, ask for ambulance and be ready with the following information.

| | |
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| 1. | Your telephone number |
| 2. | Give your location as follows: (insert school address and postcode) |
| 3. | Give exact location in the school (insert brief description) |
| 4. | Give your name |
| 5. | Give brief description of pupil's symptoms |
| 6. | Inform Ambulance Control of the best entrance and state that the crew will be met and taken to |

Speak clearly and slowly and be ready to repeat information asked.