Dalestorth Primary and Nursery School

Medical Conditions Policy September 2026

There are other formats of this policy available upon request from the office.
This policy is also available online at
https://www.dalestorth.notts.sch.uk

This policy framework describes the essential criteria for how a school can meet the needs of children and young people with long-term conditions. It is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing bodies of maintained schools and proprietors of academies in England.

The named members of staff responsible for this medical conditions policy and its implementation are:
Craig Robertson – Head Teacher
Heather Claxton – Deputy Head Teacher
Michelle Curran – Assistant Head Teacher
Emma Plumb - SENCO
Charlotte Kennedy – SENCO Assistant
Full "First Aid At Work" – Katie Hartwright, Joseph Lamb, Annemarie Olpin, Gill Bennett, Helen Hunt
"Paediatric First Aid" – Jessica Bailey, Joanne Dwyer, Terri Carter, Joanne Dwyer, Charlotte Potts, Lisa Dove, Shelley Cargill, Andrew Smith, Keighly Clarke, Jo Kerfoot
The above represents a range of teaching staff, teaching assistants, care assistants and midday supervisors. A range of other staff hold "Emergency First Aid At Work" qualifications.

DfE Guidance
Governing Bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff. Governing bodies should ensure that the arrangements they set up include details on how the policy will be implemented effectively; including appointing named people who have overall responsibility for policy implementation.

Details should include:

- Who is responsible for ensuring that staff are suitably trained,
- A commitment that all relevant staff will be made aware of the child's condition,
- Cover arrangements in case of staff absence or staff turnover to ensure that someone is always available,
- Briefing for supply teachers,
- Risk assessments for school visits, holidays and other school activities outside of the normal timetable,
- Monitoring of individual healthcare and medical plans.

This school is an inclusive community that supports and welcomes pupils with medical conditions.

- We provide children with medical conditions 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 school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents/carers.
- Pupils and parents/carers feel confident in the care they receive from this school and the level of that care that meets their needs.
- Staff understand the medical conditions of the pupils at this school and that they may be serious, adversely affecting a child's quality of life and impact on their ability and confidence.
- 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.
- This school understands that all children with the same medical condition will not have the same needs. Our school will focus on the needs of each individual child.
- This school recognises its duties as detailed in section 100 of the children and families act 2014 (other related legislation is referenced in DfE guidance p.21). Some children with medical conditions may be disable under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have Special Educational Needs (SEND) and may have a

statement or Education, Health and Care (EHC) Plan which brings together health and social care needs and well as their special educational provision. For children with SEND, this policy should be read in conjunction with the Special Education Needs and Disability Code of Practice.

This 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 pupils, parents/carers, school staff and governors. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

- All staff understand and are trained in what we do in an emergency for children with medical conditions at this school.
- All 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 once per year.
- All children with medical conditions that are complex, long term or where there is a high risk that emergency intervention will be required at this school will have an individual health care or medical plan which explains what help they need in an emergency. The plan will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the plan for sharing with emergency settings.
- The school makes sure that all staff providing a support to a pupil have received suitable training and ongoing support to ensure they have confidence to provide the necessary support and that they fulfill the requirements set out in the IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional, and/or the parent/carer. The specialist nurse/school nurse/other suitably qualified professional will confirm their competence and this school keeps an up-to-date record of all training taken and by whom.
- This school holds an emergency Salbutamol inhaler for use by pupils if deemed necessary in an emergency.

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

- All staff should be aware of the content of this policy, know the action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions e.g. asthma, allergies, diabetes and epilepsy.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will say with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

The school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's individual health care plan.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- The school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the needs of the individual child. This school will ensure there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is an appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written or verbal consent except in exceptional circumstances.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given.
- This 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/carers at this 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/carers will be informed as soon as possible and the school's disciplinary procedures will be followed.

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

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication and equipment e.g. asthma inhalers, epi-pens etc. are readily available whenever the child is in the school and on off-site activities and not locked away.
- Pupils should know where they can access their medication.
- The school will store controlled drugs securely in a non-portable container, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- The school will make sure all medication is stored safely and that pupils with medical conditions know where they are and can have access to them immediately.
- This school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this rule is insulin, which though must still be in date, will generally be supplied in an injector pen or pump.
- Parents/carers are asked to collect all medications/equipment when they expire and provide new and in-date medication when required.

This school has clear guidance about record keeping.

- As part of the schools admission process and annual data collection, parents/carers are asked about their child's medical conditions. These procedures also cover transitional arrangements between schools.
- This school uses an Individual Healthcare Plan (IHP) to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEND but does not have a statement or EHC plan, their Special Educational Needs are mentioned in their IHP.
- This school has a centralized register of IHP's and an identified member of staff has responsibility for this register. In this school, that staff member is Charlotte Kennedy. IHPs are stored centrally on the server with paper copies available in the red "managing medicines" file in the school office.
- IHP's are regularly reviewed, at least annually or whenever the pupil's needs change.
- The pupil (where appropriate), parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for pupils in their care.
- School makes sure that the pupil's confidentiality is protected.
- The school seeks permission from parents/carers before sharing any medical information with another party.
- School keeps accurate records of all medication administered, including the dose, time, date and supervising staff.

This 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.

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. The school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of the 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 and other documents, to help prevent and deal with any problems. School use opportunities through SMSC and PSHE to raise awareness of medical conditions and promote a positive environment.
- This school understands the importance of pupils taking part in off-site visits and physical activity. Relevant staff make reasonable and appropriate adjustments to such activities in order that they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupils.
- All relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. Staff should also be made aware of pupils who have been advised to avoid or take special precautions during physical activity, and the potential triggers for a pupil's medical condition to change when exercising and how to minimise risk.

This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and during off-site visits.

- This school makes 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 by providing appropriate adjustments and extra support if required.
- 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.
- School will not penalise pupils for their attendance if their absences relate to their medical condition.
- The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the school SENCO, Mrs Plumb, who will liaise with the pupil's parents/carers and relevant healthcare professionals.
- This school makes sure that risk assessments are carried out before any out-of-school visits. The needs of pupils with medical conditions are carefully considered during this process and plans are put in place for any additional medication, equipment or support that is required.

This school is aware of the common triggers that can make medical conditions worsen or can bring on an emergency. This school is actively working towards reducing and eliminating these health and safety risks through the creation and implementation of IHPs.

- This school is committed to identifying and reducing triggers, both at school and on out of school visits.
- School staff have been given training and written information on medical conditions which includes avoiding and reducing exposure to common triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day or during an out-of-school visit.
- The school reviews all medical emergencies and incidents to see how they could have been avoided and changes school policy according to these reviews.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- The school works in partnership with all relevant parties, including the pupil (where appropriate), parents/carers, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 1.
- In evaluating the policy, the school seeks feedback from key stakeholders as listed above. The views of

pupils with medical conditions are central to the evaluation process (where appropriate). Should parents/carers or pupils be dissatisfied with the support provided, they should discuss these concerns with the Head Teacher.

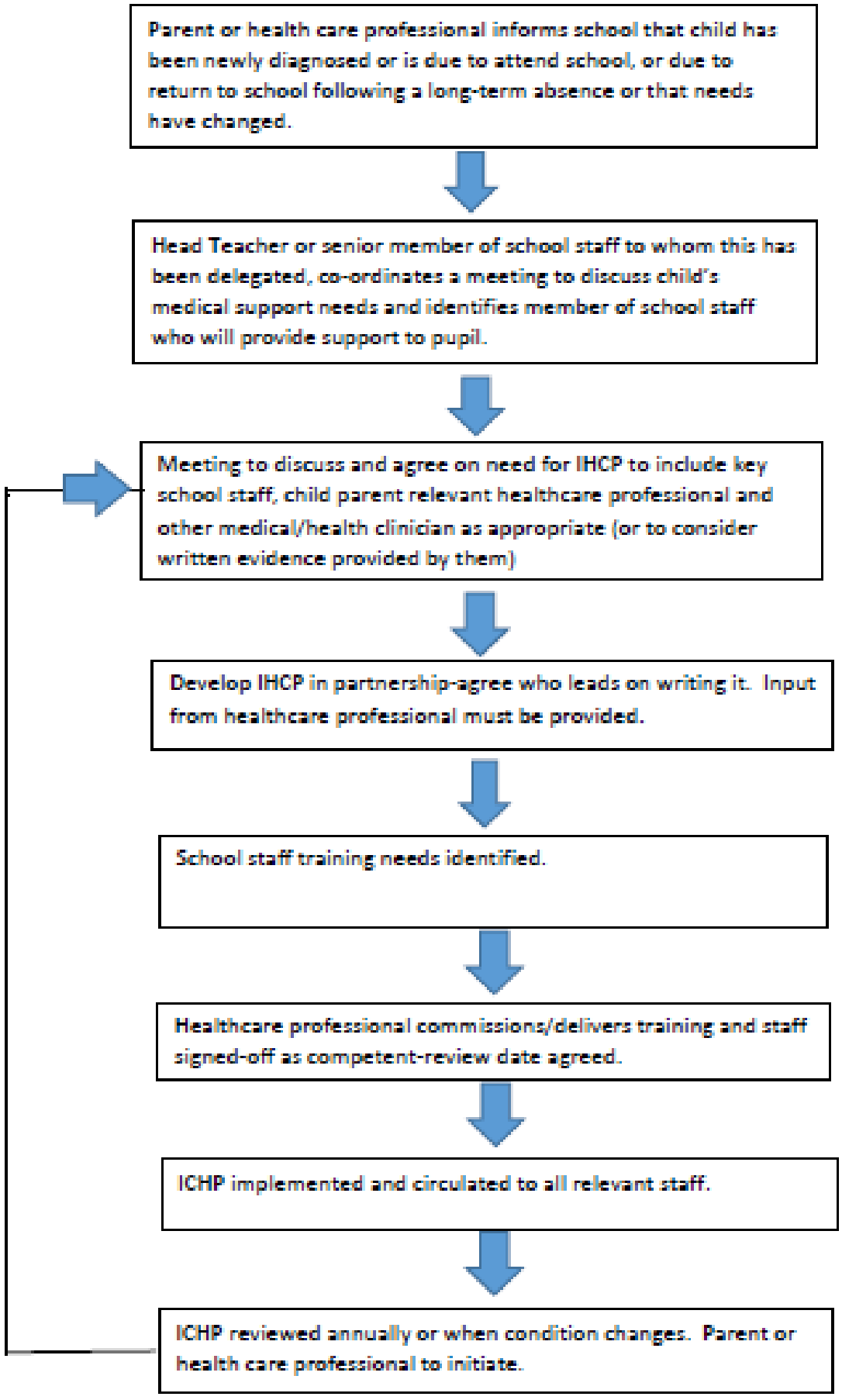
POLICY REVIEW

This policy is to be reviewed annually.

Policy written by: E Plumb, September 2021
Policy reviewed: September 2022 by C Kennedy
Policy reviewed: September 2023 by E Plumb
Policy reviewed: September 2024 by E Plumb
Policy reviewed: September 2025 by E Plumb
Policy reviewed: September 2026 by E Plumb

Policy due to be reviewed: September 2027

Appendix 1
Model process for developing Individual Healthcare plan


Parent or health care professional informs school that child has been newly diagnosed or is due to attend school, or due to return to school following a long-term absence or that needs have changed.
Head Teacher or senior member of school staff to whom this has been delegated, co-ordinates a meeting to discuss child's medical support needs and identifies member of school staff who will provide support to pupil.
Meeting to discuss and agree on need for IHCP to include key school staff, child parent relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them)
Develop IHCP in partnership-agree who leads on writing it. Input from healthcare professional must be provided.
School staff training needs identified.
Healthcare professional commissions/delivers training and staff signed-off as competent-review date agreed.
ICHP implemented and circulated to all relevant staff.
ICHP reviewed annually or when condition changes. Parent or health care professional to initiate.

Appendix 2
Roles and responsibilities

Governing Bodies
Governing Bodies must make arrangements to support pupils with medical conditions in school, including making sure that a policy is developed and implemented. They should ensure pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility for supporting children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Head Teacher
Head Teachers should ensure that their school's policy is developed and effectively implemented. This includes ensuring that all staff are aware of the policy and understand their role in its implementation. Head Teachers should ensure that all staff who need to know are aware of a child's condition. They should also ensure that sufficient trained staff are available to implement the policy and deliver against all IHPs, including contingency in emergency situations. Head Teachers have overall responsibility for the development of IHPs. They should also make sure that school staff are appropriately insured and aware that they are insured to support children in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, whether or not they have already been brought to the attention of the school nurse.

School Staff
Any member of the school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of the pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurse
Every school has access to the school nursing service. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Whenever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring the school are taking appropriate steps to support the child with medical conditions, but may support staff on implementing an IHP and provide advice and liaison, for example with training. School nurses can liaise with lead clinicians locally for appropriate support for the child and associated staff training needs, for example there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resources for a school seeking advice and support in relation to children with a medical condition.

Other Healthcare Professionals
Including GPs, paediatricians, nurse specialists and community paediatric nurses. These should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing IHPs. Anyone dealing with the medical care of a pupil in school should contact the named school nurse to ensure a coordinated approach.

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

those with medical conditions.

Parents/carers

Parents and carers should provide the school with sufficient and up-to-date information about the child's medical needs. They may, in some cases, be the first to notify the school that their child has a medical condition. Parents and carers are key partners and should be involved in the development and review of their child's IHP. They should carry out any action they have agreed as part of its implementation, e.g. providing medicines and equipment and ensuring that they or another nominated adult are contactable at all times.