Orchard Lea Federation

Supporting Pupils with Medical Conditions

Date agreed: July 2025

Date for renewal: July 2027

Policy Statement

As part of our vision of Every Child, Every day, we aim to ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. The Federation understands that all pupils with the same medical condition will not have the same needs, our schools will focus on the needs of each individual pupil.

The schools will strive to ensure compliance with relevant legislation and guidance with regard to procedures for supporting pupils with medical requirements, including managing medicines. This policy meets the requirements under Section 100 of the Pupils and Families Act 2014, which places a duty on Governing bodies to make arrangements for supporting pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance: Supporting Pupils at School with Medical Conditions and other relevant legislation.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, the 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, as well as their special educational provision.

Individual pupil plans are drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. Stakeholders include pupils, parents/guardians/careers, school staff, governors, and relevant local health specialist services.

The administration of medicines is the overall responsibility of the parents. The Head of School and Executive Headteacher are responsible for ensuring pupils are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Responsibility for all administration of medicines at the school is held by the Head of School/Executive Headteacher who is the Responsible Manager. The Responsible Manager delegates the responsibility, on a day to day basis, for supporting staff and pupils in administration of medicines to the school First Aid Lead. The representative for supporting staff and pupils with mental health & wellbeing is with the Mental Health Lead. These lead roles have been established to be a first point of contact for staff to support and guide them with the understanding of their duty of care, roles and responsibilities.

The school commits to carry out and periodically review an assessment of first aid provision by carrying out a First Aid Needs Assessment. This form aids responsible managers to identify, formalise and record what level of first aid provision is needed in their building, premises or for their team.

It is the school policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy and other supporting documents established for individual needs.

Aims & Objectives

The Federation ensures that the support for pupils with medical conditions and administration of medicines is comprehensive. This includes the physical environment, being healthy, staying safe as well as social, sporting and educational activities. The schools are committed to making sure the needs of pupils is adequately considered to ensure involvement and that the physical environment is accessible. The schools understand the importance of all pupils taking part in off site visits activity and is committed to providing or adjusting physical environment for off-site school activities.

The school will ensure all staff are aware of the potential social problems that pupils with medical conditions/physical disabilities may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They raise awareness of medical conditions to help promote a positive environment.

Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.

The school understands that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition and how to minimise these.

The administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - prescribed medicines
  - non-prescribed medicines
  - maintenance drugs
  - emergency medicine
- Providing clear guidance to all staff on the administration of medicines.
- Providing specific training to relevant staff on pupil individual needs.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

The schools support with pupils with medical condition requirements will be achieved by:

- Establishing principles for safe practice in staff management.
- Including all pupils in all school activities.
- Encouraging pupils to take control of their condition and making sure pupils feel confident in the support they receive from the school to help them achieve this goal.
- Ensuring all staff understand their duty of care to pupils in the event of an emergency.
- Ensuring all staff understand how medical conditions impact on a pupil's ability to learn.
- Ensuring all relevant staff are trained and feel confident in their knowledge of specific conditions.
- Ensure all staff feel confident and supported by their line managers and Mental Health Lead.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management of a medical condition.

Identifying Medical Conditions and Support Needs

Prior to a pupil joining the school medical needs will be identified. Parents will fill in a Pupil Registration Form - form completed by parent/carer for every pupil including all information required (including emergency contact information, medical conditions, current medications)

These forms will be reviewed annually in September. If a child's medical needs change within this period parents are responsible for informing the school of this.

From September 2025, an online enrolment form is held on our school data base (Arbor) and a member of the admin team enters all pupil details of any medical condition onto the school database (Arbor).

Prior to the new academic year, information of all pupils transitioning from nursery school into the infant school or into Y3 at the junior school with stated medical conditions is made available for the relevant school and entered into the school database (Arbor).

Where new starters have joined from another primary school they will notified of any stated medical condition when the Pupil Registration Form is processed.

The Special Education Needs Coordinator will review all reports of medical conditions of pupils who will be joining the school and where relevant contact parents/carers to clarify any medical needs prior to them joining.

If necessary, an Individual Health Care Plan (IHCP) will be developed for the pupil with the SENDCo, Leaders and associated healthcare professionals. This plan will be sent to the parent/carer and healthcare professional.

Where a pupil is already on role with the school but is returning to school having been diagnosed with a new/changed medical condition and/or after a long period of absence, then the parent/carer is responsible for notifying the school of the medical condition prior

to the pupil returning to school. The school will, depending on the nature of the illness and the length of absence make provision to ensure that the impact on education and progress is minimised. They will plan and deliver this in conjunction with medical professionals and parents.

Parents/carers of pupils with pre-existing medical conditions (already notified to the school) are required to notify the school if their pupil has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.

Defining Support Required

The school will agree and plan for an individual pupil need. All relevant staff will be made aware of this plan and training will be provided where required.

If it is felt that the pupil has long-term mental health needs, the school can offer a range of support in these areas.
The school will agree and plan the provision for the coming term, including some short-term targets to work towards.

Where necessary, the school will make accommodations and adaptations to meet the physical and learning needs of our pupils. Where pupils qualify for access arrangements the school will apply for these and ensure they are followed through.

Record Keeping

As part of the school's admissions process and annual data collection exercise parents are asked if their pupil has any medical conditions. These procedures also cover transitional arrangements between schools. These forms are held on the pupil's school file.

The school may use an IHCP to record the support an individual pupil needs around their medical condition. These plans are developed with the pupil (where appropriate), parent, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services.

Where a pupil has health care need but does not have an EHCP, their medical needs are mentioned in their IHCP.

The school uses a folder on the staff shared drive to store the individual plans, risk assessments, PEEPS and other relevant documents associated with that individual pupil. There is a centralised register of such plans so that they can be regularly reviewed, at least every year or whenever the pupil's needs change by relevant staff involved with that pupils care. Other school staff are made aware of and have access to the plans for the pupils in their care.

The parents/carers, specialist nurse (where appropriate) and relevant healthcare services are issued with a copy of the plan.

The school makes sure that the pupil's confidentiality is protected.

The school seeks permission from parents before sharing any medical information with any other party.

The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff which is kept in the medical room and then archived in the pupil's personal file.

Administration of Medicine and Treatment Consent Form must be completed by parents for pupils who need medication when in school, either long-term for medical conditions or short-term e.g. antibiotics.

Risk Assessments

The aim of a risk assessment is to enable the school to take the measures necessary for the safety and health of pupils with conditions when they are in the care of the school.

The school may decide to complete a risk assessment for example: -

- If there is a significant chance of triggers to that medical condition being presented at school.
- If the medical condition has potential to be life threatening to the pupil and or other users of the school.
- If medical equipment used by a pupil may have harmful effects on themselves or others with improper use and/or storage.
- If the student has had an accident and has limited mobility.
- If the student has had an operation, or a procedure.

Parent/carer will have the opportunity to review and approve the risk assessment.

All risk assessments are held in the medical room, on the staff shared drive.

Additionally, a risk assessment should be completed prior to any school visits and other school activities outside of the normal timetable; this will be undertaken by the trip organizer, reviewed by the Education Visits Coordinator and Head of School in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

Personal Emergency Evacuation Plan (PEEP)

If a pupil has had an accident/operation/limited mobility/specific need, a PEEP will be generated to address evacuation in an emergency. The SENCO will update all staff with information, which can also be accessed on the school shared drive.

Communication and Training

All First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

All staff are notified of any specific medical conditions which may need emergency care and are provided a briefing on the actions required in the event of an emergency. This will be mentioned in the weekly briefings and sent via email in the briefing notes.

Where any individual staff needs to receive training in order to support a pupil with medical needs, the First Aid Lead will ensure that sufficient staff are suitably trained and cover arrangements are in place in case of staff absence or staff turnover to ensure someone

is always available. This will be considered using the First Aid Needs Assessment Form and reviewed regularly.

Training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals by the Head of School. Training is recorded. A list of first aid trained staff is displayed on the Health & Safety Notice Board and in the Medical Room.

The school will arrange training for specific conditions e.g. asthma, allergies, epilepsy and diabetes for members of staff in key positions, if required.

The attendance register on Arbor contains summary information on any medical conditions staff need to be aware of, this is presented when staff view a pupil's profile. A register of pupil medical conditions is maintained by the First Aid Lead and made available to staff. This register forms part of the documents required in the emergency grab bag and taken by staff when attending off site activities.

The kitchen staff are notified of any medical conditions they need to be aware of when preparing and serving food.

At the start of each academic year a copy of the Medical Register will be sent to all staff via email. Head of Junior School and/or Executive Head should also provide this information to all new staff in their area on joining and to all supply staff on their first day at the school. A further briefing will be released on identification and definition of any new medical need or support requirement.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents. At the infant school we will administer medicine only where it is prescribed to be taken four times a day.

Non-prescribed medicines

- Pupils under 16 years old are never to be administered aspirin or medicines containing Ibruprofen unless prescribed by a doctor.

- At the Junior school, we would prefer children to take medication out of school and welcome parents to come into the school to give medicines to their child. However, we have a supply of Calpol which will be administered following the parents completing and signing a written consent form

- At the Infant school, we will not administer any non-prescribed medicines but welcome parents to be able to come to school to give medicines to their child.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the pupil concerned.

Non-Routine Administration

Emergency medicine

It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):

- Injections of adrenaline for acute allergic reactions.
- Injections of Glucagan for diabetic hypoglycaemia.

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted.

Emergency Asthma Inhalers and Epi Pens

Schools may hold asthma inhalers and epi-pens for emergency use. This is entirely voluntary, and the school follows the Department of Health published protocol which provides further information. As a Federation we have agreed to purchase and keep emergency inhalers. These will only be used for those pupils who are already prescribed asthma inhalers. They will only be used in an emergency, with written parental consent, and at all times the school will seek to use the pupil's prescribed inhaler/epi-pen if possible.

Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of Leaders who may decide to administer under certain miscellaneous or exceptional circumstances, often under instruction from the emergency services.

The emergency salbutamol inhalers will be used in line with the manufacturer's instructions, for the emergency treatment of an asthma attack. The protocol for the use the schools emergency inhaler is following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The adrenaline auto-injectors will be used in line with the manufacturer's instructions, for the emergency treatment of anaphylaxis. The protocol for the use of adrenaline auto-injectors is following the Department of Health Guidance on the use of adrenaline auto-injectors in schools.

The use, storage, care and disposal of the inhaler and spacers will follow this policy. We will return out of date inhalers to parents.

Written parental consent is sought for the use of the emergency inhaler or epi-pen.

Parents will be informed if their child has used the emergency inhaler or epi-pen.

The school's members of staff responsible for ensuring this protocol is followed are the First Aid Leaders.

The school will keep both emergency kits together as any food-allergic children also have asthma, and asthma is a common symptom during food-induced anaphylaxis.

Kits must be checked monthly by a designated member of staff.

Procedure for Administration

When deciding upon the administration of medicine needs for pupils we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any pupil required to have medicines will have an Administration of Medicine and Treatment Consent Form completed by the parent and kept on file.

Individual health care plans will be completed for pupils where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any pupil receiving medicines, a record of prescribed medicines sheet will be completed each time the medicine is administered and this will be kept on file. Parents will be made notified on collection of their child if medication has been administered. This includes prescribed medication and non-prescribed medication. They will verbally be told the date and time(s) the medicines were administered, the name of the medication and the dosage.

If a pupils refuses to take medication or expectorates the medication the parents will be informed the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the pupil to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Emergency Procedure Management

All staff understand and are trained in what to do in an emergency for pupils with medical conditions.

All pupils with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required then the school has an individual healthcare plan (IHCP), which explains what help they need in an emergency, or on a day to day basis. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.

The school makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's plan. This is often provided by the specialist nurse/ other suitably qualified healthcare professional and/or parent involved in the pupils care.

All staff, including temporary or supply staff understand and are trained in the school's general emergency procedures and receive updates at least yearly.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a pupil taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Medical Accommodation

The medical room will be used for medicine administration/treatment purposes. The room will be made available when required.

Storage

The storage of medicines is the overall responsibility of the Head of School/ Executive Head who will ensure that arrangements are in place to store medicines safely and that staff are aware of this procedure.

The storage of medicines will be undertaken in accordance with legislation and product instructions. Medicines should be stored in the original container in which they were dispensed and clearly labelled with the pupil's full name. It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the pupil, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date, in the correct packaging with the correct paperwork. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

A fridge is provided in the Medical Room for this specific medications and temperature readings taken on a daily basis to ensure the optimum temperature is maintained.

Security of Controlled Drugs in School

Infant school- Controlled drugs will be securely stored in a locked fridge.
Junior school- controlled drugs will be stored in a locked cabinet in the medical room or in the safe. The keys/codes are only known to the office staff.

Security of Controlled Drugs on School Trips & Off-Site Activities

The Classteacher will be responsible for taking any medication for pupils on a trip. This will be in a plastic zippy. For residential trips, parents will be asked to complete a consent form.

School Medicines Log

A log of all medicines held at school on behalf of pupils is maintained by the First Aid Lead in the office. This includes a note of all expiry dates for follow-up.

Disposal

It is not the School's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

Parents should collect medicines at the end of school terms.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Unacceptable Practice

School staff should use their discretion and judge each case on its merits with reference to the schools policies and procedures, the pupils care plan and their training.

The school makes it clear to staff that the below points are not generally acceptable practice:

- To prevent a pupil from easily accessing their inhalers and medication and administering their medication when and where necessary.
- To assume that every child with the same condition requires the same treatment.
- To ignore the views of the child or their parents/carers; or ignore medical evidence or opinion, (although this may be challenged).
- To send a pupil with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life.

Handling of Medication Errors

Guidelines in this policy and supporting documentation, training and staff support should prevent medication being administered incorrectly. However, if a medication error occurs then the Head of School must be notified immediately. The parent/career must also be notified. In some cases, professional advice may be needed from 111 or calling 999 for emergency assistance. An Accident Report form must be completed and an Accident Investigation Form carried out.

Following the incident, a review of the circumstances will be handled by the Head of School/Executive Headteacher and any risk assessments updated.

Supporting Pupils who cannot attend school due to medical needs.

Children who are unable to attend school for a long period of time because of health needs should be able to access education in a way that is suitable and flexible to their needs. In such cases, the school will inform the Local Authority. Local authorities will arrange provision for the child if it is clear that an absence could be longer than 15 days. A child cannot be removed from our register without parent consent. We will try to keep the child involved and connected to Orchard Lea through correspondence such as newsletters and e-mails. When reintegration into school is anticipated, we will work with the LA and any other agencies involved such as the hospital school to support the child back into school life. Our SENDCOs will work with outside agencies and the family to support the child as

far as possible to ensure a smooth reintegration. Our ELSAs will support the child and any siblings with emotional and social needs.

Roles and Responsibilities
Each member of the school must know their roles and responsibilities to make sure this policy is effective.

Governing Body
The Governing Body must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed, implemented and regularly reviewed. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support 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.

Leaders
The Head of School/Executive Headteacher should ensure that the school's policy and procedures are developed and effectively implemented. This includes ensuring that all staff are aware of this policy and all supporting policies and pupils care needs are understood. They should ensure that staff understand their role in its implementation and they are supported by regular review meetings, briefings and training.
The Head of School should ensure that all relevant staff are aware of a pupil's condition, by inducting staff/supply staff, weekly briefings, review meetings and providing access to relevant documents.
They should also ensure that sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. They do this by overseeing delegated staff members and regularly reviewing the First Aid Needs Assessment Form and the Training Matrix.
The Head of School/Executive Headteacher has overall responsibility for the development and review of individual healthcare plans, they delegate this duty to the SENDCo and regularly review its practice.
They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
They should assist in pupil referrals in cases where pupils require additional support.

Special Educational Needs Coordinator (SENDCo)
SENDCo must meet the objectives outlined in the SEND policy.
They must:

- Work with other key staff members to make sure that a child's needs are identified and support is defined.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements.
- Ensure support is provided in classes where this is needed.
- Communicate with parents and healthcare professionals.
- Support the school in developing a pupils IHCP and ensure they are issued to parents/careers.

First Aid Lead

Their role:

- Complete the first aid needs assessment and reviews annually, or sooner when required.
- Ensure staff are adequately trained to minimum requirements as outlined in the first aid needs assessment.
  - Delegate the first aid and medical equipment checks to a designated member of staff and reviewing the check sheets termly.
  - Responsible for meeting requirements as outlined in the First Aid Policy and Administration of Medicines Policy.
  - Ensure resources are available.
  - Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date.
  - Ensure all parents/careers complete the following:
    - Pupil Registration Form - form completed by parent/carer for every pupil including all information required (including emergency contact information, medical conditions, etc)
    - Administration of Medicine and Treatment Consent Form - completed by parent/careers for pupils who need medication when in school, either long-term for medical conditions or short-term e.g. antibiotics.
  - Ensure management of medication is in accordance with this policy.

First Aid Trained Staff

Various staff throughout the school are appointed as First Aiders and are adequately trained to provide first aid. In addition to this some staff are also trained in the management of more specific medical conditions such as diabetes, Epilepsy, Anaphylaxis. Staff must achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

School Staff

All school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Any member of school staff may be asked to provide support to pupils with medical conditions, although administering medicines is not part of teachers' professional duties, they should consider the needs of pupils with medical conditions that they teach. The First Aid Lead will always be approached first. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

All staff must be aware of this policy and relevant associated polices.

All school staff will raise any concerns that may relate to safeguarding to a trained DSL in accordance with our child protection policy. This will include raising any concerns regarding any patterns noticed in pupils being absent due to medical reasons.

Educational Visits Coordinator (EVC)

The EVC must consider a pupils medical needs when planning and risk assessing for off-site activities in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

Other Healthcare Professionals, including GPs and Paediatricians
Other healthcare professionals should notify the school when a child has been identified as having a medical condition that will require support at school to ensure a coordinated approach. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes).

Pupils
Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be involved in discussions about their medical support needs and comply with their plans.
Other pupils will often need to be sensitive to the needs of those with medical conditions.

Parents
It is the parents' responsibility to ensure that they notify the school regarding any updates to pre-existing conditions or changes of medication for their child. Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Complaints
Should parents or children be dissatisfied with the support provided they can discuss their concerns directly relevant school in the first instance. If for whatever reason this does not resolve the issue, they may make a formal compliant via the federation's complaints procedure which can be found on the school website.