



LEAGRAVE PRIMARY SCHOOL

‘Striving for Excellence, Learning for Life’

Supporting Pupils with Medical Needs Policy

Ratified by Governors

Date: May 2025

Document Status	
Author	D.Bastin
Date of Origin	2019
Revised	2025
Version	6
Review requirements	Annually
Date of next Review	May 2026
Approval Body	Governing Body
Publication	School Website/ Staff Pack

STATUTORY

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Supporting Pupils with Medical Needs

Rationale

All children have an entitlement to a full and balanced curriculum and should be able to participate as fully as possible in school life as any medical or special educational needs allow. Leagrave Primary School welcomes pupils with special educational needs and medical needs and will provide appropriate support to ensure that all pupils have opportunities to access a full and balanced curriculum.

Leagrave Primary School has a responsibility for the health and safety of pupils within our care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the 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 pupils at the school. This will mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The school 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, from September 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, in line with the school's safeguarding duties the Governing Body will not place other pupils or adults at risk or accept a child in school where it would be detrimental to the child or others to do so. 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 also 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 Luton Council which encourages self-administration of medication when possible. Our School Nurse can be contacted on 0300 555 0606.

Responsibilities.

The Role of the Governing Body.

- The Governing Body is responsible for ensuring that the Policy for Supporting Pupils with Medical Needs in School sets out procedures that are to be followed when a school is first notified that a pupil has a medical condition. The Governors will take into account the views of the Headteacher, staff and parents in reviewing the policy to ensure that the needs of all pupils with medical needs are met and that these pupils are included in all aspects of school. The Governing Body should ensure that Individual Healthcare Plans are reviewed annually.

The Role of the Headteacher and Senior Leadership Team.

- The Headteacher and Senior Leadership Team will ensure that all staff, temporary, permanent or employed by other services, are aware of this policy and follow agreed procedures within it. They will ensure that all staff have appropriate training and effective support.
- The Headteacher will ensure that the school is appropriately insured and that staff know they are insured to support pupils this way.
- On admission to the school the Special Educational Needs and Disability Coordinator (SENDCo), Sadia Tufiq, will meet with parents of children who have medical needs so that they can share information about the child's condition and needs, and appropriate support can be put in place for the child. The SENDCo will contact the school nursing service in the case of a child who has a medical need that has not previously been brought to the attention of the school nurse.
- The SENDCo is responsible for ensuring that staff have relevant knowledge about the pupils in their class relating to medical conditions and liaising with the school nurses to offer training to staff.
- The school nurses will provide annual training to all support staff in the use of, and administration of, Adrenaline Auto-Injector (AAI) devices.
- Staff are also able to contact the school nurses for advice. The SENDCo holds copies of the referral form to the school nurses.

The Role of School staff.

- As part of new staff induction members of staff will be given this policy and, where appropriate, will undertake training to support the pupils, with whom they will be working, who have medical needs.
- Any member of staff may volunteer or be asked to provide support to pupils with medical conditions although they cannot be required to do so. Staff will have suitable training before they take on responsibility for supporting a pupil with medical needs. Wherever possible, but not always, staff who administer medication will be first aiders within the school.

The Role of the School Nurse or other Qualified Healthcare Professionals.

- The school nursing service has the responsibility for notifying the school when a pupil has been identified as having a medical condition that will require support in school. They will have the lead role in ensuring that pupils with medical needs are supported in school, including supporting staff on implementing the pupil's Individual Healthcare Plan.

The Role of the Parents/ Carers.

- This policy is available to all parents and carers on the school's website.
- Parents and carers have prime responsibility for their children's health and well being and will need to inform the school of their children's medical needs and changes in these.

- Parents and carers will be included in developing and reviewing Individual Healthcare Plans with the SENDCo, school nurse or other healthcare professionals and the child.
- Parents will not be expected to attend school to administer medication or provide medical support for their child, including toileting issues.

The Role of the Pupils.

- Pupils should be fully involved in discussions about their medical needs, and should contribute to the development of, and comply with, their Individual Healthcare Plan.

Aims

The school aims to:

- assist parents/ carers in providing medical care for their children;
- educate staff and pupils in respect of special medical needs;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services 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 supported 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.

Individual Healthcare Plans.

- On admission to school, parents/carers are asked to complete an admission form where medical needs and allergies are listed (Reference: Admission Policy). In cases where a pupil has allergies, the pupil's information, including a photograph, is clearly displayed in the medical room, staff room and school kitchen, and the Phase Leader and kitchen manager will be notified. The pupil will be placed on the Medical Register. The school nurse will liaise with the school, the family and pupil.

- An Individual Healthcare Plan (IHP) will be put in place for all pupils who have medical needs for which extra support is needed in school. These plans will be developed in consultation with the SENDCo, parents/carers of the pupil, the pupil and either the school nurse or another Health Professional.
- The plans will record:
 - the medical condition that the pupil has, the pupil's resulting needs, including medication, dose, facilities, equipment, dietary requirements and environmental issues such as;
 - the level of support that is needed;
 - who will provide the support;
 - who, in the school, needs to be aware of the pupil's condition and the support required;
 - written permission from parents for medication to be administered by a member of staff, or self-administered during school hours;
 - who should be entrusted with confidential issues relating to the pupil and the condition;
 - what to do in an emergency.
- The plans will be reviewed annually by the school's SENDCo, school nurse, the pupil with the medical needs and the parents of the pupil. These plans should be completed within two weeks of the SENDCo being notified of a pupil's medical needs. (Please see the flow chart in Appendix A which sets out the process that we follow for identifying and agreeing appropriate support for a pupil with medical needs.)
- Some pupils who have medical needs, do not need medication and do not have Individual Healthcare plans. Some of these needs may be temporary, such as a broken leg or arm. If pupils do have such medical needs, a risk assessment will be completed by a member of the Senior Leadership Team to ensure that the pupil's needs are met and to minimise any further risk to either themselves or others. (See Appendix D)
- NO pupil with a medical need can attend school without a meeting taking place between parents, a member of staff (often the SENDCo) and the pupil, and either a risk assessment or an IHP being in place.

Medicines in School.

- Members of staff will only administer medicine authorised by a pupil's parent/carer and on completion of the relevant form (Appendix B) – available in the school office. All staff will signpost parent/carers to the office for completion of this form. In the case of inhalers, this form also needs to be completed. In the case of AAIs there is a similar form that is found in the Policy for the Treatment of Pupils Who Experience Anaphylaxis.
- NO medication will be accepted in school unless it has been registered with the office and parents have completed the necessary paperwork.
- **Parents will be informed that any daily medication must be collected from the office by 4.30 pm. Only in exceptional circumstances and through prior arrangement with SLT, can medication be collected any later.**
- Parents and carers are also invited to come into school to administer their pupil's medicine.
- Pupils may not bring the medicine to school themselves. If a pupil does bring medication to school a member of the Senior Leadership Team should be alerted immediately and a phone call should be made to parents, explaining that the medication should not have been brought

to school by pupils and that it will not be administered unless the correct forms are signed by parents. Parents will need to collect the medication from the office.

- The school will only administer medicine that is in-date, is in the original container as dispensed by the pharmacist and the name of the medicine, the dosage regime and the name of the pupil printed clearly on the outside. The name of the pharmacist should also be clearly visible. Any medication that is not presented properly will not be accepted by school staff. The only exception to this is insulin which must still be in-date but may be in an insulin pen or a pump rather than its original container.
- In exceptional circumstances, if a parent makes a reasonable request for non-prescribed medication to be administered in school that will benefit the child and his/her ability to access the curriculum, this can be agreed by a member of SLT. The normal medicine paperwork must be completed.
- Medicines will be stored securely in a locked cabinet in the Medical Room by a first aider. Only members of the Administration Team and the Senior Leadership Team have access to the key for the medical cabinet. There must always be two people present when accessing and administering medication from this cabinet.
- AAIs will be kept in the medical room but will not be locked away and will be accessible at all times. AAIs for Nursery children will be kept in a secure location in the nursery. The normal protocols and procedures surrounding the distribution and collection of these AAIs at the start and end of the year are the responsibility of the office.
- Inhalers will be kept in high visibility bags in the classroom. These will be hung in an accessible, but safe location for immediate access.
- The parent/carer is responsible for ensuring that the medication is in date and on the school site.
- The medication will be returned to the parent/carer when the course comes to an end or at the end of each day in the case of medicines such as antibiotics.
- Inhalers and AAIs will be given to parents/carers before each holiday so that they can ensure that are still in date and they will be returned, through the office, on the first day of each new term.
- The member of staff administering authorised medication will record the dosage given, time, date and write their initials on the reverse of the form. A witness will be present when medicines are administered. The form is kept with the medication in the Medical Room. Only parents and carers are permitted to view this form.
- Parents are responsible for the disposal of all medication.
- When medicines are returned to parents, a witness will confirm that the correct medicine is returned to the correct parent by confirming names and addresses on the label with that given by the parent. All medicines that are returned home daily must be picked up by 4.30pm. If they are not, they will need to be collected the following day. In exceptional circumstances, members of SLT have access to the medicine cupboard after school hours.
- In the case of daily medication that has to be taken three times a day, Leagrave Primary School follows Luton Council's advice that this can be administered at home. However, antibiotics required four times a day can be administered by a member of staff, following the procedures laid out in this document.
- A pupil will administer their own inhaler, which may be with verbal support from a first aider. In the case of younger pupils (K.S.1), this is reported verbally to parents at the end of the school day.

- Other medication is administered by a member of staff; usually this will be a first aider. If a pupil refuses medication, the pupil's parent/ carer is contacted by telephone and this is recorded on the relevant form. The member of staff may try to administer medication again or invite a parent/carers into school to administer it.
- Any administration of medication that is different from this procedure will be outlined in an Individual Healthcare Plan that has been agreed by the parents, school nurse and school, such as a diabetic pupil having specific needs.
- The 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.

Emergency Procedures.

- Where a pupil has an Individual Healthcare Plan it will define what constitutes an emergency and will explain what to do. It will explain what symptoms the pupil will exhibit and what procedures to follow in an emergency. Other pupils should know what to do, such as informing a teacher immediately.
- If a pupil is taken to hospital staff should stay with the pupil until the parents arrive. Staff should not take pupils to hospital in their own cars.

Medication and Trips Off Site.

- Every effort will be made to ensure that pupils' medical conditions do not prevent them from accessing any activities or trips that are available.
- Pupils requiring specific medication or with a particular medical condition or need will be outlined in the risk assessment of every trip. The relevant paperwork will be completed by the trip organizer in consultation with the SENDCo or Deputy Head.
- A pupil's parent/carers may be invited to join a trip or the staff member who usually supports the pupil will accompany the pupil to ensure the best care for a pupil.
- At least one first aider will accompany all trips.
- Any medication that is taken on a trip is returned to school and then is either collected from the office as outlined in this policy or left at school.
- In the case of lost, out of date or forgotten medication, a senior member of staff will be notified immediately. Follow up action is agreed with the parents.

Overnight Stays.

- In the case of an overnight stay, a medical form (Appendix B) is completed by the parent/guardian of all participating pupils. Medicines are handed over to the first aider who checks the form and that the medication is clearly labelled. Inhalers remain with the pupil and the first aider will check that the correct form has been completed and the inhaler labelled with the pupil's name.
- The nominated first aider is responsible for ensuring that all medication is collected, stored safely and administered in the prescribed way.

- In the case of lost, out of date or forgotten medication, a senior member of staff will be notified immediately. Follow up action is agreed with the parents.

Staff and Medication

- All staff medication both prescribed and non prescribed must be kept locked away at all times and must be out of the reach of pupils. Medication should be stored in a cupboard within the Medical Room. Medication is not, under any circumstances, to be kept in personal possession or kept loose in a member of staff's personal bag, in classrooms or annexes.
- Staff are responsible for declaring any medical conditions when appointed to post or as soon after they are diagnosed as practically possible. The school will work within Luton Council's guidelines to support any staff medical conditions. This is addressed on an individual basis with the school's Headteacher and Governors.

Staff Training

- The SENDCo is responsible for ensuring that all staff have relevant knowledge about the pupils in their classes relating to medical conditions- this is recorded in the school's medical register and stored in the class SEND and Medical file.
- The SENDCo and Deputy Head will liaise with the school nurses regarding relevant training for specific members of staff.

Liability.

The School's insurance policy is with RDA Insurance. The policy number is 131851.

Reporting to OFSTED

OFSTED will be informed of any serious accident, illness or injury to, or death of, any pupil whilst in our care, and of the action taken in respect of it. Notification will be made as soon as is reasonably practical, but in any event, within 14 days of the incident occurring.

Complaints.

Some pupils who have medical needs do not need medication and do not have Individual Health Care plans. Some of these needs may be temporary, such as a broken foot or arm. If pupils do have such medical needs, a risk assessment will be completed by a member of the Senior Leadership Team to ensure that the pupil's needs are met and to minimise any further risk to either themselves or others. If parents/ carers are dissatisfied with the support provided for their pupil, they should discuss their concerns with the class teacher in the first instance. If this does not resolve the issue, parents may discuss the issue with the Phase Leader. If the issue is still

unresolved they may speak to an Assistant Head or the Deputy Head/ SENDCo and if still unresolved they may make an appointment to speak with the Headteacher. If necessary, a formal complaint may then be made via the school's complaints procedure. Making a complaint to the Department of Education should only happen after all other routes have been explored. The department will only consider a complaint about a school if other avenues of resolution with the school have been exhausted. The Department of Education would then consider whether the school has acted unreasonably or failed to discharge a duty which may invoke either 496 or 4976 of the Education act 1996.

Policy Implementation

This policy will be circulated to all staff. All school are responsible for the implementation of this policy.

This policy was ratified by the Governing Body in May 2025.

This policy will be part of the induction process for new school staff. (Ref: Induction Policy). It will be available in the school office and on school Website for parents/carers and partners to view.

This policy will be reviewed in May 2026.

This policy can be read in conjunction with the following policies and frameworks:

Anaphylaxis Policy

Asthma Policy

Drugs Education Policy

Early Years Policy and Procedures

Fabricated and Induced Illness Policy

Health and Safety Policy

Personal and Intimate Care Policy

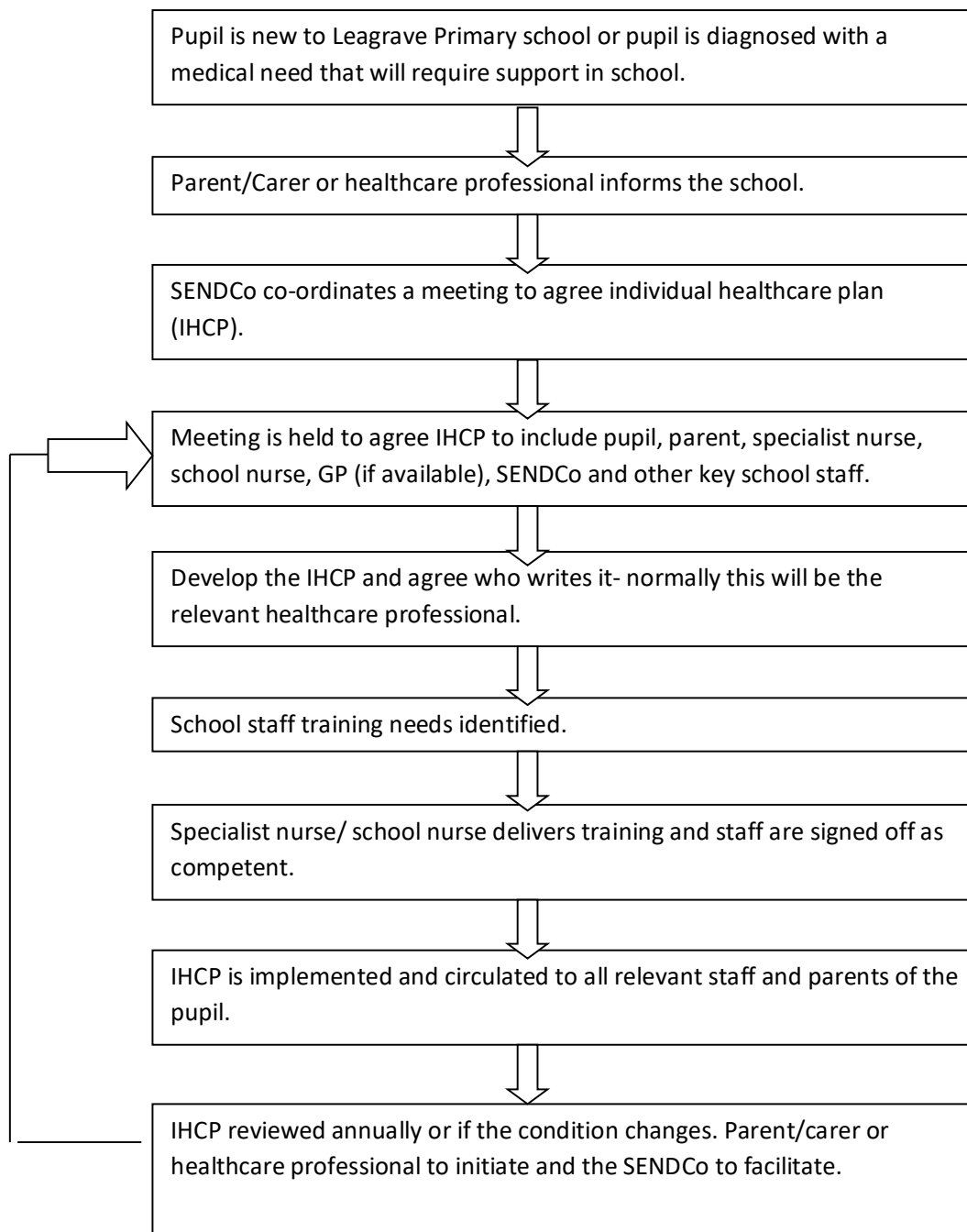
Staff Handbook

SEN policy

This list is not exhaustive.



Process for developing an Individual Healthcare Plan.





Authorisation for the administering of medication

I, (parent's name) the Parent / Carer of the pupil named below, give permission for Leagrave Primary School to act on my behalf (loco parentis) to administer medicine to my pupil as detailed below.

I understand that any medication required to be taken home on a daily basis must be collected by 4.30pm.

Pupil's name Class

Name of medicine

Strength of medicine (if appropriate)

How much to give (i.e. dose)

When to be given

Any other instructions.....

.....

.....

(Include details for inhalers if any)

Telephone Number of parent or other adult contact.....

PLEASE TICK THE APPROPRIATE BOX:

Medicine to be left at school ☐

Medicine to be taken home each day ☐

Parent or Carer's signature

.....

If more than one medicine is to be given, a separate form should be completed for each.

Administration of medication

Date								
Time administered								
Administered by								
Observed by								

Date								
Time administered								
Administered by								
Observed by								

Date								
Time administered								
Administered by								
Observed by								

Date								
Time administered								
Administered by								
Observed by								

Leagrave Primary School

Pupil Risk Assessment



Personal & Background Information	Pupil Name:		Pupil DOB:		Year Group/Class:	
	Teacher:		Other adults working with the pupil:		Date of risk assessment:	
	<u>Background Information: Medical, SEND, Behaviour</u>				<u>Purpose of Risk Assessment:</u>	
	<u>Medication Required:</u>		<u>Advice or recommendations from professionals:</u>		Parent/Carer Details: Home: Mobile:	
Risk Assessment: (including emergency procedures)	Hazards: Possible Risks:	Controls: Procedures/steps taken to prevent risk impacting on all pupils/adults		Hazards: Possible Risks:	Controls: Procedures/steps taken to prevent risk impacting on all pupils/adults	
	Entry/Exit to and from school			PE or Other Wider Curriculum Activities		
	Classroom including access to all lessons			Toilet Access		
	Playground			Other adults/children		
	Lunch Hall			Emergency Evacuation		
<u>Any Other Comments:</u>				Seen by Parents: Date		
				Seen by Teacher: Date:		
				Seen by Senior Leader: Date:		