



LEAGRAVE PRIMARY SCHOOL

‘Striving for Excellence, Learning for Life’

Supporting Pupils with Medical Needs Policy

Ratified by Governors

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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 and Introduction

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.

This policy is written in line with DfE statutory guidance Supporting Pupils at School with Medical Conditions (2015) and the Children and Families Act 2014.

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.

2. Aims

The school aims to:

- assist parents/ carers in providing medical care for their children;
- educate staff and pupils about medical needs;
- provide training for volunteer staff to support individual pupils;
- liaise with medical professionals;
- ensure access to full education;
- maintain, monitor and keep accurate records.

3. Entitlement

3.1 Pupils with medical needs are entitled to:

- Full access to education;
- Appropriate care and support;
- Inclusion in all school activities.

3.2 Staff are entitled to:

- Appropriate training;
- Clear procedures;
- The right to decline involvement;
- The opportunity to raise concerns.

4. Roles and Responsibilities.

4.1 The Governing Body

The Governing Body will:

- Ensure policy is implemented;
- Review the policy annually;
- Ensure Individual Healthcare Plans (IHPs) are reviewed annually;
- Consider the views of staff, parents and the Headteacher.

4.2 Headteacher and Senior Leadership Team (SLT)

The Headteacher and SLT will:

- Ensure all staff are aware of this policy;
- Provide appropriate training and support;
- Ensure adequate insurance cover is in place;
- Oversee implementation of procedures;
- Ensure appropriate arrangements are in place on admission.

4.3 Special Educational Needs and Disability Coordinator (SENDCo)

The SENDCo will:

- Meet with parents of pupils with medical needs;
- Coordinate Individual Healthcare Plans (IHPs);
- Liaise with parents and the school nursing service;
- Ensure staff are informed and trained appropriately;
- Maintain the medical register;
- Hold copies of the referral form for school nurses.

4.4 School Staff

School staff will:

- Follow procedures in this policy;
- Undertake appropriate training;
- Support pupils voluntarily;
- Record medication administration.

4.5 School Nurse/ Health Professionals

They will:

- Notify school of pupils' medical needs.
- Provide training and guidance
- Support the development of, and review of, IHPs.

4.6 Parents/Carers

Parents/ carers will:

- Have prime responsibility for their child's health and wellbeing;
- Inform the school of their child's medical needs and changes in these;
- Provide accurate medical information;
- Supply medication and consent;
- Participate in IHP development with school nurses, healthcare professionals and the school's SENDCo.

Parents will not be expected to attend school to administer medication or provide medical care for their children, including toileting issues.

4.7 Pupils

Pupils will:

- Engage in discussions about their needs, where appropriate.
- Follow agreed healthcare plans.

5. Individual Healthcare Plans (IHP's).

5.1 On admission to school, parents/carers are asked to complete an admission form where medical needs and allergies are listed (Reference: Admission Policy).

5.2 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.

5.3 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.

5.4 Plans will include:

- 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.

5.5 Plans will:

- Be developed in partnership with parents, staff, and healthcare professionals and the child (where appropriate);
- Be completed within two weeks of notification;
- Be reviewed annually.

5.6 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)

5.7 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.

6. Medicines in School.

6.1 Medicine will only be administered:

6.1a 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.

6.1b NO medication will be accepted in school unless it has been registered with the office and parents have completed the necessary paperwork.

6.1c 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.

6.1d Parents and carers are also invited to come into school to administer their pupil's medicine.

6.2 Administration

6.2a 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.

6.2b 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.

6.2c 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.

6.2d 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.

6.3 Storage

6.3a 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.

6.3b AAI's will be kept in the medical room but will not be locked away and will be accessible at all times. AAI's 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 AAI's at the start and end of the year are the responsibility of the office.

6.3c Inhalers will be kept in high visibility bags in the classroom. These will be hung in an accessible, but safe location for immediate access.

6.4 Parents

6.4a The parent/carer is responsible for ensuring that the medication is in date and on the school site.

6.4b 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.

6.4c Inhalers and AAI's 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.

6.4d Parents are responsible for the disposal of all medication.

6.4e 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.

6.5 Pupils

6.5a 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.

6.5b A pupil will administer their own inhaler, which may be with verbal support from a first aider.

6.5c 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/carer into school to administer it.

6.6 Special Circumstances

6.6a 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.

6.6b 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.

7. Emergency Procedures

7.1 Emergency procedures are detailed in Individual Healthcare Plans.

7.2 In emergencies:

- Staff will follow IHP guidance;
- Emergency services will be contacted where necessary;
- If a child is taken to hospital by ambulance, a member of staff will accompany them;
- A staff member will remain with the pupil until parents arrive.

7.3 Staff must not transport pupils in their own vehicles.

8. Medication and Trips Off Site.

8.1 Pupils with medical needs will be supported to participate in all activities.

8.2 Risk assessments will include all medical needs. The relevant paperwork will be completed by the trip organizer in consultation with the SENDCo or Deputy Head.

8.3 A pupil's parent/carer may be invited to join a trip.

8.4 A first aider will be present on all trips.

8.5 Medication will be taken and managed according to this policy:

- 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.

9.Overnight Stays.

9.1 Additional medical forms must be completed (Appendix B)

9.2 Medication will be:

- Checked and securely stored by the first aider
- Administered by a first aider

9.3 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.

10. Staff and Medication

10.1 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.

10.2 Staff are responsible for declaring any medical conditions when appointed to post or as soon after they are diagnosed as practically possible.

11. Staff Training

11.1 The SENDCo will:

- Ensure all staff receive appropriate training;
- Maintain records of medical training
- Liaise with healthcare professionals about training of school staff.

12. Liability and Insurance.

12.1 The school holds insurance with RDA Insurance (Policy number: 131851).

12.2 Staff are covered when acting in accordance with this policy.

13. Reporting to OFSTED

13.1 The school will report:

- Serious accidents;
- Serious illnesses or injuries;
- Death of a pupil.

13.2 Reports will be made within 14 days where required.

14. Confidentiality and Data Protection

14.1 The school recognizes that medical information is sensitive and it is treated as confidential.

14.2 Information is shared on a need-to-know basis to ensure pupils receive appropriate care and support.

14.3 All medical records, including Individual Healthcare Plans are:

- Stored securely
- Accessed only by authorized staff;

- Managed in accordance with data protection legislation

14.4 Parents/carers and pupils will be informed about how their information is used and shared.

15. Unacceptable Practice

15.1 The school will ensure that staff do not:

- Prevent access to medication;
- Ignore medical needs;
- Exclude pupils unnecessarily;
- Require parents/carers to attend school to administer medication that has been accepted into school under the conditions of school;
- Prevent participation in activities due to medical needs, without justification.

16. Complaints.

16.1 Concerns should be raised in the following order:

1. Class Teacher
2. Phase Leader
3. SLT/ SENDCo
4. Headteacher

Concerns and issues can usually be resolved through this communication and we welcome discussion.

16.2 If an issue cannot be resolved after an informal complaint, parents/carers may, as a last resort, raise a formal complaint in accordance with the school's Complaints Policy which can be found on the school's website.

16.3 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 their duty under Section 497/496 of the Education Act 1996.

17. Monitoring and Review

17.1 The implementation of this policy will be monitored by the Headteacher, Deputy Headteacher, SENDCo and Senior Leadership Team.

17.2 The effectiveness of the policy will be reviewed through:

- Feedback from staff, parents/carers and pupils;
- Review of incidents and medical procedures;
- Updates to statutory guidance.

17.3 This policy will be reviewed annually or sooner if required.

18. Policy Implementation

18.1 This policy will be:

- Shared with all staff;
- Included in staff induction;
- Available on the school website and through the school office.

18.2 Policy details:

- Ratified: May 2026
- Review Date: May 2027

Appendices

- Appendix A: Process Flowchart for Developing an Individual Healthcare Plan.
- Appendix B: Parental Consent Form for the Administration of Medication
- Appendix C: Risk Assessment Template for Medical Needs
- Appendix D: Individual Healthcare Plan Template

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

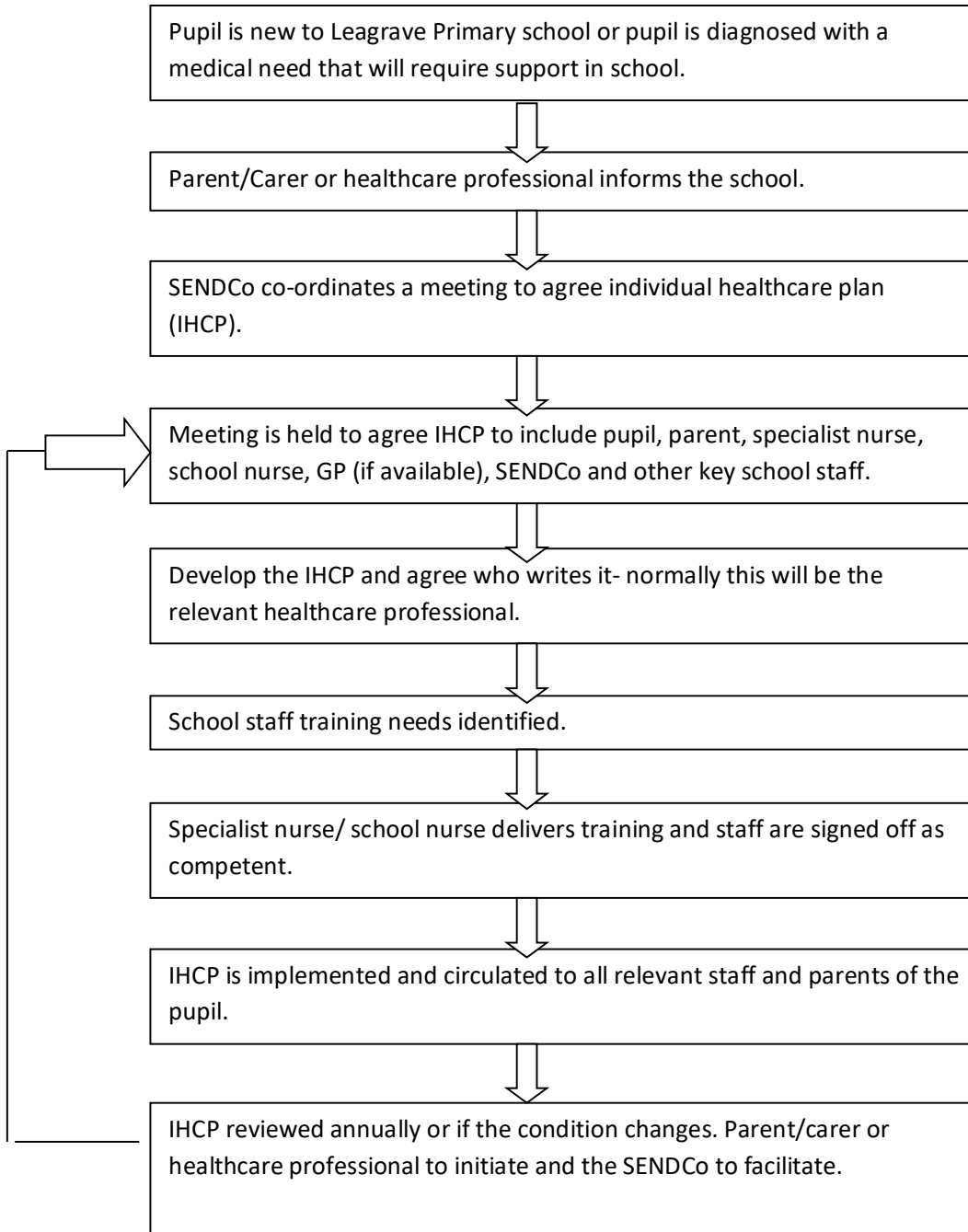
Staff Handbook

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 nameClass

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:		



Leagrave Primary School Pupil Individual Healthcare Plan

Personal & Background Information	Pupil Name:	Pupil DOB:	Year Group/Class:
	Medical Condition/ Diagnosis:		Date of Diagnosis:
Medical Condition	<u>Description of Condition (including triggers, signs and symptoms)</u>		
Medical Needs	Details of daily care and support required: (e.g. before/after sport, dietary needs, environmental factors)		Level of daily care required in school: Independent <input type="checkbox"/> Supervised <input type="checkbox"/> Full Support Required <input type="checkbox"/>
Medication Details	<u>Name of Medication, Dosage, Method, Time, Frequency, Expiry Date</u>		Authorisation for the administering of medication Form completed and returned to school? Yes <input type="checkbox"/>
	<u>Storage requirements:</u>		Is the pupil able to self-administer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency Procedures	What constitutes an emergency for this pupil?	Signs and symptoms to look out for:	Action to be taken in an emergency:
	Contact in an emergency and contact numbers: Parent/Carer: _____ GP/Consultant: _____		

	NHS/Other: _____		
Roles and Responsibilities	Staff responsible for providing every day support:	Staff trained to administer medication:	Staff providing additional support, (if required)
Self-management	What the pupil can do independently:	Support required from staff:	Adjustments to be made for P.E., trips or other activities:
Risk Assessment	Has a separate risk assessment been completed for the pupil? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Input and consent	Parents/Carers I give permission for school staff to administer medication as outlined in this plan and to share relevant information with appropriate staff. Parent name: _____ Parent signature: _____ Date: _____		
	Healthcare Professional Input: Name and role: _____ Signature: _____ Date: _____		
<u>Any Other Comments:</u>			
<u>Review Information:</u>			
Date Plan created: _____ Review Date: _____ Reviewed By: _____			
<u>Distribution List: This plan has been shared with:</u>			
Class teacher <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> First Aider <input type="checkbox"/> Office Staff <input type="checkbox"/> SLT <input type="checkbox"/>			

