

St Benedict's C. of E. VA Junior School

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Pupils with Medical Conditions Policy

Agreed by:		
NAME/ROLE	SIGNED	DATE
Helen Roper (Co-Chair of Governors)	<i>H Roper</i>	January 2026
Mrs S Caston - SENDCo	S Caston	January 2026

Next review due on or before:	January 2027
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Pupils with Medical Conditions Policy

This policy has been created with reference to guidance contained in the DfE Supporting Pupils at School with Medical Conditions document 2014.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

(a) Short-term- affecting their participation in school activities whilst they are on a course of medication or treatment.

(b) Long-term- potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

LAs and schools have a responsibility for the health and safety of pupils in their 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 school is to make sure that safety measures cover the needs of all pupils at the school. This may 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, this act 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, 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 Somerset County Council health advice which encourages self- administration of medication when possible.

Contact details for our School Nurse can be found in the school office.

Aims

The school aims to:

- assist parents in providing medical care for their children
- educate staff and children in respect of special medical needs
- adopt and implement the LA policy of Medication in Schools
- arrange training for 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 assisted if at all possible 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

- Parents/carers or healthcare professionals will inform school regarding any pupil with medical conditions, and will update this as necessary.
- The school will follow the guidance set out in Annex A of the DfE Supporting Pupils at School with Medical Conditions document 2014.
- Where appropriate, parents and staff may draw up an Individual Healthcare Plan, outlining in more detail the provision which needs to be made. A template may be found at the end of this document.
- The school may liaise with professionals 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.

Administration of medicines

- On admission to school, parents/carers will submit written information regarding any medical condition or regular medication. This information will be kept in the school office.
- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative
- Where parents have asked the school to administer the medication for their child, they must submit a completed request form. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent. Medication is kept in the school office which is locked if unattended. However emergency medicines such as asthma inhalers and adrenalin pens are readily available to pupils under supervision. If a pupil refuses their prescribed medication, school will inform parents/carers.
- Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately. Any member of staff may administer medication; a record is kept and witnessed by a second staff member.

Disposal of medicines

- Parents/carers are responsible for collection of out of date medicines from school. Used needles and medical waste can be safely disposed of in the First Aid room.

Staff medicines

- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Residential visits

- Parents/carers will complete a parental consent form that sets out details of any recent illness, allergies and details of anti-tetanus immunisation.
- The school will ensure that pupils with medical needs are taken fully into account when planning school visits. Healthcare plans will be taken on visits. Risk assessments will be completed as necessary. Any safety concerns will be discussed between the school and parent/carers beforehand.

Staff Training

- All staff will receive appropriate training to enable them to support pupils with medical needs. The support details will be agreed between the school and parents/carers. Medical information will be shared between staff as necessary and treated as confidential. Employer's Public Liability Insurance covers staff who have followed approved procedures.

Emergency Procedures

- Pupils with Individual Healthcare Plans will have specific arrangements included. Relevant staff will be aware of these. All pupils will be made aware regarding informing staff immediately if help is required.
- If a child needs to be taken to hospital, staff will remain with the pupil until the parent/carer arrives, or accompany the child to hospital by ambulance if necessary.

Complaints

- Parent/carers or pupils who are dissatisfied with the support provided by the school should contact staff. If the issue is not resolved, a formal complaint can be made through the school's parental complaints procedure.



Individual Healthcare Plan

Personal details:	
Name	
Date of birth	
Year group/class	
Address	
Medical diagnosis or condition (with date)	
Contact information:	
Name	
Relationship to child	
Phone number(s)	
Name	
Relationship to child	
Phone number(s)	
Clinic/Hospital Contact:	
Name	
Phone number	
GP:	
Name	
Phone number	
Who is responsible for providing support in school?	
Name(s)	
Medical Needs:	
Description of symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	
Medication: Name of medication(s), dose, method of administration, when to be taken, side effects, contra-indications (see also form in Office)	
Daily care requirements, including dietary requirements:	

Support for educational, social and emotional needs:	
Arrangements for visits/trips:	
Other information:	
Emergencies:	
What constitutes an emergency?	
What action is to be taken?	
Who is responsible in an emergency? (State if different for off-site activities.)	
Training needed: What/who/when	
Plan developed with:	
Distribution: Names	