
WINDLESHAM VILLAGE INFANT SCHOOL SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY 2024



Last reviewed	July 2024
LAB accepted	July 2024
Next review	July 2025
Policy Type	Non Statutory
Policy Origin	School Bus Model
Associated Policies	SEND Policy Admissions Policy Administering Medicine Policy Asthma Policy Allergen and Anaphylaxis Policy

Contents

Statement of intent	2
1. Legal framework	3
2. Roles and responsibilities.....	3
3. Admissions.....	5
4. Notification procedure	5
5. Staff training and support	5
6. Self-management.....	6
7. Individual Healthcare Plans (IHPs).....	6
8. Managing medicines	7
9. Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)	7
10. Record keeping.....	8
11. Emergency procedures	9
12. Day trips and sporting activities.....	9
13. Unacceptable practice.....	9
14. Liability and indemnity	9
15. Complaints.....	10
16. Home-to-school transport.....	10
17. Defibrillators	10
18. Monitoring and review	10
Appendix A: Individual Healthcare Plan Implementation Procedure	11
Appendix B: Individual Health Care Plan Template	12

Statement of intent

The Local Academy Board of Windlesham Village Infant School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in school life, remain healthy, have full access to education (including school trips and PE), and achieve their academic potential.

The school believes it is important that parents of pupils with medical conditions feel confident that the school provides effective support for their children's medical conditions, and that pupils feel safe in the school environment.

Some pupils with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision. For these pupils, the school's compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2002
- Education Act 1996 (as amended)
- Children Act 1989
- National Health Service Act 2006 (as amended)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971
- Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2021) 'School Admissions Code'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

This policy operates in conjunction with the following school policies:

- Special Educational Needs and Disabilities (SEND) Policy
- Asthma Policy
- Allergen and Anaphylaxis Policy
- Administering Medication Policy
- Admissions Policy

2. Roles and responsibilities

The Local Academy Board is responsible for:

- Fulfilling its statutory duties under legislation.
- Ensuring that arrangements are in place to support pupils with medical conditions.
- Ensuring that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school.
- Working with the Local Authority, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.
- Ensuring that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensuring that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instilling confidence in parents and pupils in the school's ability to provide effective support.
- Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensuring that no prospective pupils are denied admission to the school because arrangements for their medical conditions have not been made.

- Ensuring that pupils' health is not put at unnecessary risk. As a result, the board holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.

The headteacher is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy is effectively implemented with stakeholders.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all IHPs, including in emergency situations.
- Considering recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Having overall responsibility for the development of any IHPs.
- Ensuring that staff are appropriately insured and aware of the insurance arrangements.
- Contacting the Surrey nursing team where a pupil with a medical condition requires support that has not yet been identified.

Parents are responsible for:

- Notifying the school if their child has a medical condition.
- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Where an IHP has been identified as being required, being involved in the development and review of such IHP.
- Carrying out any agreed actions contained in the IHP.
- Ensuring that they, or another nominated adult, are contactable at all times.

Pupils are responsible for:

- Being involved in discussions about their medical support needs, where appropriate.
- Being sensitive to the needs of pupils with medical conditions.

School staff are responsible for:

- Providing support to pupils with medical conditions, where requested, including the administering of medicines, but are not required to do so.
- Taking into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receiving sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.

The Local Authority ("LA"), Surrey school nursing team and providers of health services are responsible for supporting the school in putting arrangements in place to support pupils with medical conditions.

Where a pupil is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the pupil is unlikely to receive a suitable education in a mainstream school.

3. Admissions

Admissions will be managed in line with the school's Admissions Policy.

No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

The school will not ask, or use any supplementary forms that ask, for details about a child's medical condition during the admission process.

4. Notification procedure

When the school is notified that a pupil has a medical condition that requires support in school, the headteacher will arrange a meeting with parents, healthcare professionals (if required) and the pupil, with a view to discussing the necessity of an Individual Healthcare Plan ("IHP") as detailed in the [IHPS](#) section of this policy.

The school will not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the headteacher based on all available evidence, including medical evidence and consultation with parents.

For a pupil starting at the school in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution (where applicable). Where a pupil joins the school mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

5. Staff training and support

Any staff member providing support to a pupil with medical conditions will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training needs will be assessed through the development and review of IHPs on an annual basis for all school staff, and when a new staff member arrives.

A first-aid certificate will not in itself constitute appropriate training for supporting pupils with medical conditions.

Through training, identified staff will have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHPs. Staff will understand the medical conditions they are asked to support, their implications, and any preventative measures that must be taken.

Whole-school awareness training will be carried out on an annual basis for all staff, and included in the induction of new staff members.

The school office, with support from the Surrey nursing team, will identify suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.

The parents of pupils with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

Supply teachers will be:

- Provided with access to this policy.
- Informed of all relevant medical conditions of pupils in the class for which they are providing cover.
- Covered under the school's insurance arrangements.

6. Self-management

Following discussion with parents, pupils who are competent to manage their own health needs and medicines will be encouraged to take responsibility for self-managing their medicines and procedures, with the support of staff. This will be reflected in any IHP.

Medicines and relevant devices will be held in suitable locations that can be accessed quickly and easily (such as in a labelled cupboard within the classroom and/or the Pupil Medication drawer in the school office). If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHP will be followed (or in the absence of an IHP the parent will be contacted). Following such an event, parents will be informed so that alternative options can be considered.

7. Individual Healthcare Plans (IHPs)

The school, healthcare professionals and parents will determine, based on evidence, whether an IHP will be required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the headteacher will make the final decision.

The school, parents and a relevant healthcare professional will work in partnership to create and review IHPs. Where appropriate, the pupil will also be involved in the process.

IHPs will include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments
- The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements, and environmental issues
- The support needed for the pupil's educational, social and emotional needs
- The level of support needed, including in emergencies
- The extent to which a child can self-manage their medication
- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively
- Cover arrangements for when the named supporting staff member is unavailable
- Who needs to be made aware of the pupil's condition and the support required
- Arrangements for obtaining written permission from parents and the headteacher for medicine to be administered by school staff or self-administered by the pupil
- Separate arrangements or procedures required during school trips and activities
- Where confidentiality issues are raised by the parents or pupil, the designated individual to be entrusted with information about the pupil's medical condition
- What to do in an emergency, including contact details and contingency arrangements

Where a pupil has an emergency healthcare plan prepared by their lead clinician, this will be used to inform the IHP.

IHPs will be easily accessible to those who need to refer to them, but confidentiality will be preserved. IHPs will be reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an EHC plan, the IHP will be linked to it or become part of it. Where a child has SEND but does not have a statement or EHC plan, their SEND will be mentioned in their IHP.

Where a child is returning from a period of hospital education, alternative provision or home tuition, the school will work with the LA and education provider to ensure that their IHP identifies the support the child will need to reintegrate.

8. Managing medicines

In accordance with the school's Administering Medication Policy, medicines will only be administered at school when it would be detrimental to a pupil's health or school attendance not to do so.

Pupils will not be given prescription or non-prescription medicines without their parents' written consent.

Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the pupil's health not to do so
- When instructed by a medical professional

No pupil will be given medicine containing aspirin unless prescribed by a doctor. Pain relief medicines will not be administered without first checking when the previous dose was taken and the maximum dosage allowed.

Parents will be informed any time medication is administered that is not agreed in either the IHP or Medication Request form.

The school will only accept medicines that are in-date, labelled, in their original container, and contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.

All medicines will be stored safely. Pupils will be informed where their medicines are at all times and staff will be able to access them immediately, whether in school or attending a school trip or residential visit. When medicines are no longer required, they will be returned to parents for safe disposal.

Sharps boxes will be used for the disposal of needles and other sharps.

Any controlled drugs will be stored in a non-portable container to which the school office will have access; these drugs can be easily accessed in an emergency. A record will be kept of the amount of controlled drugs held and any doses administered. Staff may administer a controlled drug to a pupil for whom it has been prescribed, in accordance with the prescriber's instructions.

Subject to availability, the school will hold a spare asthma inhaler for emergency use. Any spare inhaler will form part of the school's Emergency Asthma Kit and will be stored in the school office and its use will be recorded. Inhalers will be used in line with the school's Asthma Policy.

Records will be kept of all medicines administered to individual pupils, stating what, how and how much medicine was administered, when, and by whom. A record of any side effects presented will also be noted.

9. Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)

The school's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out in accordance with the school's Allergen and Anaphylaxis Policy. Where a pupil has been prescribed an AAI, this will be written into their IHP.

A Register of AAIs will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in the school office and each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

Prescribed AAI devices will be stored in a suitably safe and central location; normally this will be the pupil's classroom, with any secondary devices held in the school office.

All staff members will be trained on how to administer an AAI, and the sequence of events to follow when doing so. In the event of anaphylaxis, a designated staff member will be called for help and the emergency services contacted immediately. The designated staff member will administer an AAI to the pupil. Where there is any delay in contacting designated staff members, the nearest staff member will administer the AAI. If necessary, other staff members may assist the designated staff members with administering AAIs.

Subject to availability, the school will keep a spare AAI for use in the event of an emergency, which will be checked on a half-termly basis to ensure that it remains in date, and which will be replaced before the expiry date. The spare AAI will be stored in the Pupil Medication drawer in the school office, ensuring that it is protected from direct sunlight and extreme temperatures. Any spare AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained. Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used.

Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI (if available) is appropriate.

Where a pupil is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

In the event that an AAI is used, the pupil's parents will be notified that an AAI has been administered and informed whether this was the pupil's or the school's device. Where any AAIs are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- How much medication was given and by whom

For children under the age of 6, a dose of 150 micrograms of adrenaline will be used.

For children aged 6-12 years, a dose of 300 micrograms of adrenaline will be used.

In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI with them and the school will give consideration to taking the spare AAI in case of an emergency.

Full information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

10. Record keeping

Written records will be kept of all medicines administered to pupils. Proper record keeping will protect both staff and pupils, and provide evidence that agreed procedures have been followed.

11. Emergency procedures

Medical emergencies will be dealt with under the school's emergency procedures.

Where an IHP is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Pupils will be informed in general terms of what to do in an emergency, e.g. telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will accompany the pupil in the absence of their parents. If a pupil is taken to hospital by car, two members of staff will accompany them.

12. Day trips and sporting activities

Pupils with medical conditions will be supported to participate in school trips and sporting activities.

Prior to an activity taking place, the school will conduct a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice will be sought from pupils, parents and relevant medical professionals. The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, e.g. a GP, indicates that this is not possible.

13. Unacceptable practice

The school will not:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore the views of the pupil or their parents.
- Ignore medical evidence or opinion.
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Send an unwell pupil to the first aid room or school office alone or with an unsuitable escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents feel obliged or forced to visit the school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent is made to feel that they have to give up working because the school is unable to support their child's needs.
- Create barriers to pupils participating in school life, including school trips.
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

14. Liability and indemnity

The Local Academy Board will ensure that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.

The school, through The Alliance Multi-Academy Trust, holds an insurance policy with the Department for Education (DfE) which includes liability cover relating to the administration of medication.

In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

15. Complaints

Parents or pupils wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the school in the first instance. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedures, as outlined in the Complaints Procedures Policy. If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.

Parents and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

16. Home-to-school transport

Arranging home-to-school transport for pupils with medical conditions is the responsibility of the LA. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils with life-threatening conditions.

17. Defibrillators

The school has a Mediana HeartOn A15 automated external defibrillator (AED) on site. The AED is stored in the medical room in an unlocked cupboard.

All staff members are made aware of the AED's location and what to do in an emergency.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, certain staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

The emergency services will always be called where an AED is used or requires using.

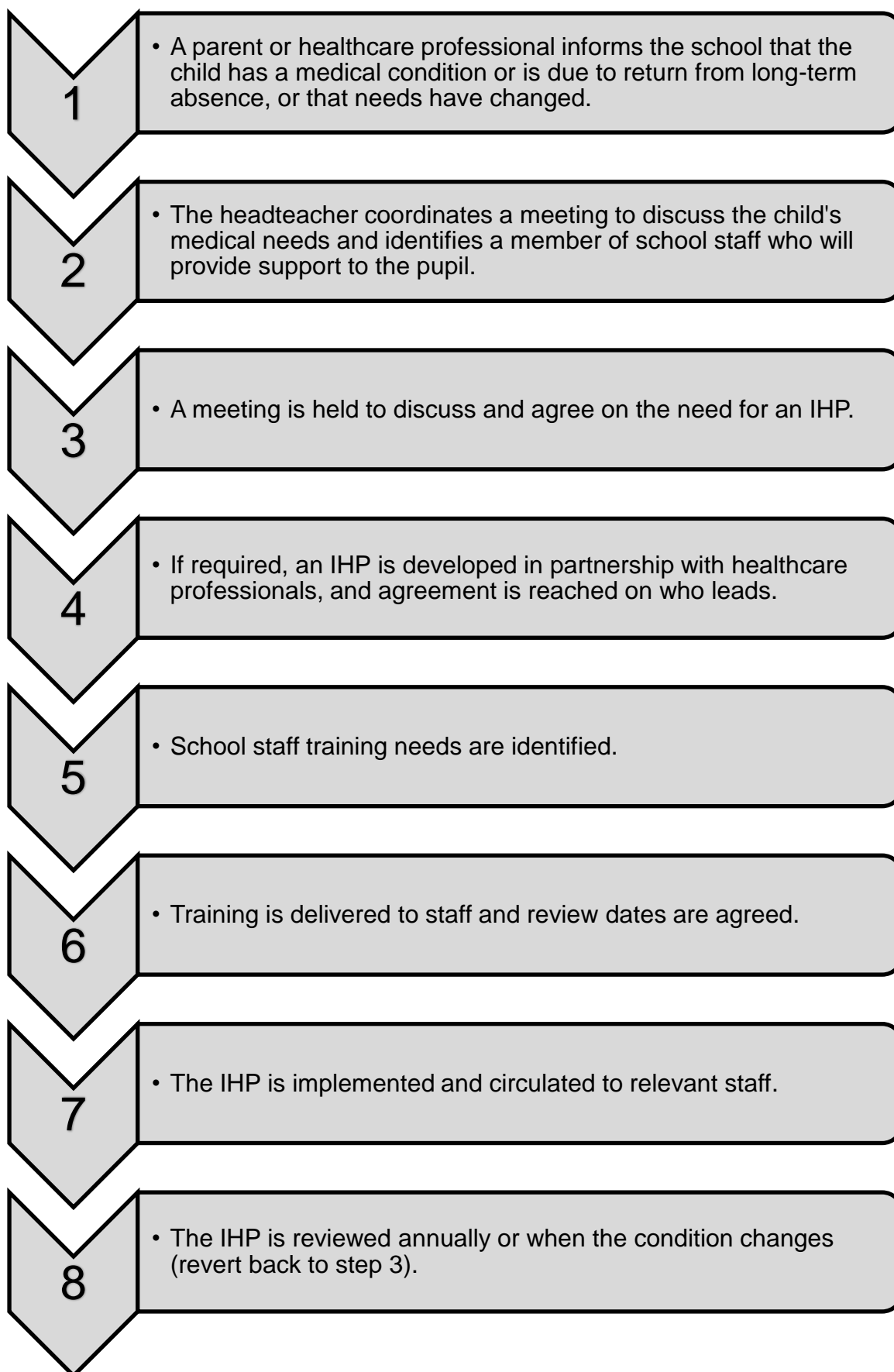
Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.

Basic maintenance checks will be undertaken on the school AED on a monthly basis by the site manager, who will also keep an up-to-date record of all checks and maintenance work.

18. Monitoring and review

This policy is reviewed on an annual basis by the Local Academy Board, school office and headteacher. Any changes to this policy will be communicated to all staff, parents and relevant stakeholders.

Appendix A: Individual Healthcare Plan Implementation Procedure



Appendix B: Individual Health Care Plan Template

Pupil information	
Pupil's name	
Group/class/form	
Date of birth	
Pupil's address	
Medical diagnosis or conditions	
Date	
Review date	

Family contact information		
	Contact one	Contact two
Name		
Relationship to pupil		
Mobile phone number		
Secondary phone number		

Hospital/GP contact		
	Hospital	GP
Name		
Phone number		

Pupil's medical needs

Description of the pupil's symptoms, triggers, warning signs, facilities, equipment or devices, environmental issues, etc.

Description of the pupil's medication, including:

- **Dose**
- **Method of administration**
- **When it should be taken**
- **All side effects relating to the medication**
- **Contraindications**
- **Whether it is administered by a staff member or self-administered, with or without supervision**

If the pupil's medication is stored at the school, details of where it is located, who has access, and how it is stored

Details of who is responsible for administering medication to the pupil, and whether this been authorised by parents and/or the headteacher – if the pupil is self-managing their

medication, this should be clearly stated	
Daily care needs	
Details of whether the pupil requires any change to their routine, e.g. amended eating times	
Details of whether the pupil requires any extra care when eating, and what care is required if so	
Details of how the pupil's routine will be monitored to help manage their condition	

Physical activity	
Details of physical restrictions caused by the pupil's medical condition, if any	
Include details of any extra care required before, during or after physical activity	
Arrangements for school visits and trips	
Details of any additional care the pupil needs when attending a trip or visit away from the school, and who will be responsible for this care	

Details of what care the pupil needs, e.g. when and where the care will need to take place, and what medication or equipment will be required	
--	--

Staff training	
-----------------------	--

Details of training completed	
--------------------------------------	--

Details of any future training planned	
---	--

School environment	
---------------------------	--

Details of any elements of the school environment that impact on the pupil's medical condition	
---	--

Details of how these elements affect the pupil's medical condition	
---	--

The reasonable adjustments in place to mitigate the risk of the above effects	
--	--

Additional information	
-------------------------------	--

The name and details of the responsible person in an emergency	
---	--

Details of what constitutes an emergency, e.g. symptoms	
--	--

The procedures that should be followed in an emergency	
---	--

Specific support for the pupil's educational, social and emotional needs, e.g. how catching up with lessons, absences and rest periods will be handled	
---	--