

**POLICY FOR SUPPORTING PUPILS WITH MEDICAL NEEDS FOR MOULSHAM
INFANT SCHOOL**



APPROVED BY GOVERNORS 11 MARCH 2025

POLICY TO BE REVIEWED MARCH 2026



Policy for Supporting Pupils with Medical Conditions

Definition of Medical Needs:

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

- (a) Short-term, affecting their participation in school activities when they are on a course of medication.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support.

School Ethos

Moulsham Infant School is an inclusive community that welcomes and supports pupils with medical conditions. We ensure all pupils with any medical condition enjoy the same opportunities as others at school. We endeavour to ensure all pupils can:

- remain healthy
- stay safe
- enjoy and achieve their academic potential
- make a positive contribution by playing a full and active role in school life.

Our Aims

- All staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- All staff will respond sensitively, discretely and quickly to situations where a child with a medical condition requires support.
- All staff demonstrate an understanding that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.
- To write Individual Healthcare Plans, as necessary, in accordance with the child, their family and relevant health professionals.
- All staff understand the importance of medication and care being taken with a child who may require medical help, as directed by healthcare professionals and parents.
- All staff receive whole school awareness training on the impact that the medical conditions, asthma and anaphylaxis, can have on pupils.
- Staff support pupils with medical conditions, so that they have full access to education, including physical education and educational visits, both on and off the school site.
- School staff involved in the care of children with specific medical conditions are fully informed and adequately trained by a professional in order to administer support and/or prescribed medication.

Compliance and Responsibilities

Moulsham Infant School has a responsibility for the health and safety of pupils in 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 may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. The nominated person for First Aid is Jane Landa-Arrese (Headteacher). Moulsham Infant School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions 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 must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child where it would be detrimental to the health of that child or others to do so e.g. in the case of an infectious disease. This duty also extends to teachers leading activities taking place off the school site.

This school also fully complies with the Equality Act 2010 for pupils who may have disabilities or special educational needs. The prime responsibility for a child's health however lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health Professionals and the child's GP, in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected, for example: peers.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable for staff to:

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents / carers; ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan.
- Penalise children for their attendance record where this is related to a medical condition.
- Prevent children from eating, drinking or taking toilet breaks, when this is part of effective management of their condition.
- Require parents to administer medicine where this interrupts their working day.
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Entitlement

Moulsham Infant School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Be consulted on whether or not they wish to be involved.
- Receive appropriate training.
- Work to clear guidelines.
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

Expectations - It is expected that:

- Parents will inform school of any medical condition which affects their child, its management and discuss any implications that it may have on school life.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime are clearly printed by a pharmacy in the original packaging.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff of the child's condition, its management and implications for the school life of that individual.
- Moulsham Infant School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare Plan (for example, an inhaler).
- School staff will liaise as necessary with healthcare professionals and services, in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training, as necessary to ensure support for the child's medical condition.
- Moulsham Infant School will ensure that supply staff are briefed on a child's medical needs.
- Transitional arrangements between schools will be completed in such a way that Moulsham Infant School will ensure full disclosure of relevant medical information, healthcare plans and support needed, in good time for the child's receiving school to adequately prepare.
- Individual Healthcare Plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals. Individual risk assessments for school visits, holidays and other school activities outside the normal timetable will also be devised, as relevant.

Procedures for Supporting a Pupil with a Medical Condition

Individual Healthcare Plans

Once parents/carers have communicated with the school about their child's medical condition, establishing an Individual Healthcare Plan is the responsibility of the Head Teacher/ SENCo and is done so in partnership with health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported. The Individual Healthcare Plan provides clarity about what needs to be done, when and by whom and are developed with the child's best interests in mind. They are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

Individual Healthcare Plans are often essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, or where medical conditions are long-term and complex. An Individual Healthcare Plan is however not always needed and the school, healthcare professional and parent should agree if one is required

(Appendix A). If consensus cannot be reached, the Head Teacher will take a final view.

Moulsham Infant School has an agreed format for an Individual Healthcare Plan (see Appendix B). This can however, be adapted to meet the needs of the individual child or to adopt the format used by the relevant health professional.

The plan usually includes:

1. The medical condition
2. The triggers, signs, symptoms and treatments
3. The pupil's needs including medication (dose, side effects, storage)
4. Other requirements such as dietary and environmental factors
5. Emergency procedures and contacts
6. Specific support for the pupil's education, social and emotional needs
7. Level of support
8. Who will provide the support
9. Arrangements, if necessary, for any trips or activities outside the normal timetable

As part of the process in developing the Individual Healthcare Plan, the school will also consider what training needs will be required and for which members of school staff. This is usually carried out with the school nurse or a relevant healthcare professional as they will normally lead on identifying and agreeing with the school, the type and level of training required and how this can be obtained (Appendix F). Where appropriate, the child's parent will also be invited to the training session. The Head Teacher is responsible for ensuring that all training is kept up-to-date.



Transfer Arrangements

If a child with medical needs is starting at Moulsham Infant School at the beginning of the school's academic year, or at the beginning of a term, the child's current teacher; next teacher; parent or carer; SENCo and relevant health professionals, if appropriate, will meet prior to the child starting in order to ensure that all the relevant information is shared with school. If they are coming from another school, where possible a member of the child's previous school will be invited to the meeting. These meetings prior to the child starting the school will support the writing of the child's Individual Healthcare Plan at Moulsham Infant School.

In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort is made to ensure that arrangements, including an Individual Healthcare Plan are put in place within two weeks.

Reintegration

Where a child needs to be reintegrated into school following a period of hospital education or alternative provision, including home provision, or when a pupil's needs change, Moulsham Infant School will work with the Local Authority and education provider to ensure that the Individual Healthcare Plan identifies the support the child will need to reintegrate effectively.

Reintegration back into school will be fully supported so that pupils with medical conditions quickly engage with learning and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a pupil's medical condition, will also be effectively managed and appropriate support put in place to limit the impact on the pupil's educational attainment and emotional and general well-being.

Day Trips, Residential Visits and Sporting Activities

When planning a visit or trip, teachers will consider how a child's medical condition will impact on their participation, and ensure there is enough flexibility for all children to participate according to their own abilities with reasonable adjustments. Moulsham Infant School will make arrangements for the inclusion of pupils in such activities through consultation with parents and pupils and advice from the relevant healthcare professional, to ensure that pupils can participate fully and safely. Moulsham infant School will make any reasonable adjustments as required, unless evidence from a clinician such as a GP states that this is not possible.

Part of this will include the carrying out of a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are safely included. Any steps/adjustments made will be recorded on the risk assessment and taken to the Head Teacher to be signed prior to the visit/activity taking place.



Liability and Indemnity

The LGB of Moulsham Infant School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Dissemination of Medical Information

Children with serious medical conditions will have their photo and brief description of their condition, along with any other relevant information, in school folders that are kept in various places around the school e.g. the staffroom and school office.

Kitchen staff are also made aware, whereby food allergies may adversely affect a medical condition. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information, including supply staff. All other medical conditions will be noted in children's records and this information will be provided to class teachers annually and is kept in the class medical folder.

In an Emergency

Where a child has an Individual Healthcare Plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school are also made aware in general terms, such as informing the teacher immediately if they think help is needed. An 'emergency help card' is located in every classroom so that immediate help can be sought in an emergency.

In a medical emergency, all support staff have been appropriately trained to administer emergency first aid if necessary. If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of Medicines

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Moulsham Infant School will only accept medicines prescribed by a doctor if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Medication for pain relief will never be administered without first checking maximum doses and when the previous dose was taken. Non prescribed medicines such as paracetamol suspension or



anti-histamine will be given if a parent has filled in the appropriate medicine permission form. In accordance with NHS advice, the school will not agree to administer paracetamol to children for longer than three days without the parent having consulted a doctor.

The exception to this is insulin, which must still be in date, but is generally available to schools inside an insulin pen or a pump, rather than in its original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy. Parents must submit a written permission slip before any medicine is administered (Appendix C). All medicines will be stored safely and key staff or (as relevant) children will know where they are stored and have ready access to them. Controlled drugs or prescribed medicines will be kept in the main office or in the classroom under lock and key, unless they need to be refrigerated, in which case they will be stored in the office fridge. Access to these medicines is restricted to the named persons. Staff will record any doses of medicines given in the Administration of Medicines Folder and this will be signed by two staff members (Appendix E). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. Children self-administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking/have taken a dose. Inhalers are taken to first aid at playtime and lunchtime. All inhalers are placed in a class box. Each inhaler is marked with the child's name and is accompanied by the child's Individual Healthcare plan that has essential treatment details on it, as supplied by the child's parents. All children with an inhaler must take them on educational visits and to Physical Education lessons, however short in duration.

Adrenaline Auto-Injectors (commonly referred to as an Epi-Pen) and antihistamines (if needed) are kept in personal storage boxes in the office for use in an emergency and are clearly labelled with both the child's name and photograph. Any child who is supplied with 2 epi-pens will have one also stored in the classroom. Antihistamine, as supplied by parents may be given according to the directions, if slight tingling of the lips occurs following ingestion of possible irritants for food allergy sufferers. If this becomes more severe an adrenaline auto-injector should be administered immediately and an ambulance called. Parents should be contacted immediately, irrespective of whether antihistamine or an adrenaline auto-injector is administered. Any member of staff can administer an adrenaline auto-injector in an emergency. All staff are trained in recognising the signs of anaphylactic shock and administering treatment.

Essential medicines will be administered on educational visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit (as per trip risk assessment).

Parents are asked to collect all medications/equipment at the end of each term, and to provide new and in-date medication at the start of the next term (as needed). When required Moulsham Infant

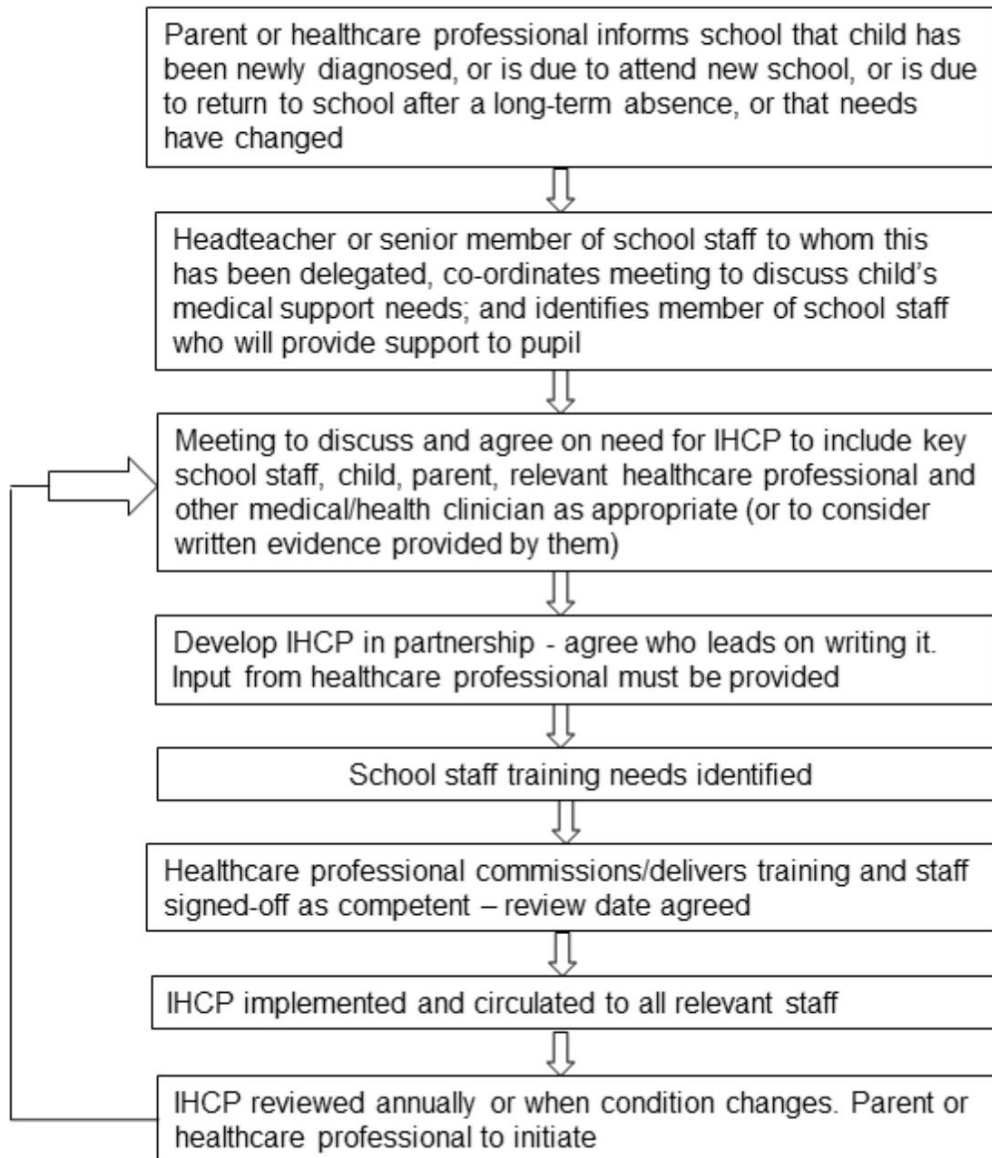


School will dispose of medical waste via a medical waste bin kept in the office. It is collected and disposed of in line with medical waste collection regulations.

Complaints

Should parents or children be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, you may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Appendix A: Model for Developing Individual Healthcare Plans





Appendix B: Individual Healthcare Plans

Individual Healthcare Plan

Name of school

MOULSHAM INFANT SCHOOL

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Describe medical needs and give details of:-

Child's symptoms / signs

Triggers

Treatment

Medication - name , dose and method of administration

When should medication be given?

Any side effects to medication

State any daily care requirements

State any specific support for the pupil's educational, social and emotional needs

Any specific arrangements for school visits/trips etc

Describe what constitutes an emergency, and the action to take if this occurs

Specific training / guidance needed

NB- You will be asked to complete an updated medical form at the start of every academic year. It is your responsibility, as parents to inform the school if there are any changes during the school year.

Signed :

Date:



Appendix C: Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of school	MOULSHAM INFANT SCHOOL
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – yes/no	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to the school office	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

This form will be updated at the start of every school year.

Signature(s) :

Date:

Appendix D: Record of medicine administered to an individual child

Name of school	MOULSHAM INFANT SCHOOL
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date
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Dose given
Name of member of staff
Staff initials

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Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Appendix F: Staff training record – Administration of medicines and/or medical procedures

Name of school	MOULSHAM INFANT SCHOOL
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer’s signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone