ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

THE SCHOOL MISSION STATEMENT

Learning and growing together in God's love

September 2026

Review September 2027

Medical Conditions in Schools Policy

Policy Statement

St Francis Catholic Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school and achieve this by ensuring that:

- All St Francis staff understand their duty of care to children and young people in the event of an emergency.
- All staff are made aware of what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.
- This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff where necessary receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP) (Appendix 2 – form 2)

This policy is followed and understood by our school community, the Local Authority and Norfolk School Nursing Service.

Guidelines

This school is an inclusive community that aims to support and welcome pupils with medical conditions

a. This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may join the school in the future.

b. This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.

c. Pupils with medical conditions are encouraged to take control of their condition and feel confident in the help support they receive from the school to help them do this.

d. This school aims to include all pupils with medical conditions in all school activities.

e. Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.

f. This school ensures all staff understand their duty of care to children and young people in the event of an emergency.

g. All staff have access to information about what to do in an emergency.

h. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

i. All staff have an understanding of the common medical conditions that may affect children at this

school. Staff receive regular updates. The Headteacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide the updates if the School requests.
j. The medical conditions policy is understood and followed by the whole school and local health community.

The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation

Parent/carers are informed about the medical conditions policy by including a policy statement in the schools' Welcome Packs and signposting access to the policy via the school's website (Circulated to all parents of pupils with medical conditions).

School staff are informed and regularly reminded about the school's medical conditions policy:

- through the staff handbook booklet, staff meetings and training
- through scheduled medical conditions updates
- supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies by the lead cover supervisor
- Staff are made aware of any Individual Health Plans as they relate to their teaching/supervision groups

Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school

- Relevant staff at this school are aware of the most common serious medical conditions at this school.
- Staff at this school understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Staff receive updates at least once a year for asthma, EpiPens and other medical needs and know how to act in an emergency (By refresher courses and information sheets). Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan (Appendix 2 Form 2)
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- This school uses Individual Health Plans (Appendix 2) to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- This school has procedures in place so that a copy of the pupil's Individual Health Plan (Appendix 2 or 5) is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible by the school receptionist or a member of the first aid team.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior management and/or the school's critical incidents team.

Individual Healthcare Plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Emily Palmer (Health and Safety Lead)

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Special consideration needs to be given to reviewing the plan when a young person is transitioning to a different setting or reintegrating back into school after a period of absence.

Plans will be developed with the pupil's best interests in mind and will set out:

· What needs to be done

· When

· By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Examples of complex health needs which may generate an Individual Health Plan following discussion with the designated member of staff in the school:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long-term venous access
- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication
- severe allergies

Plans will be drawn up in partnership with the school and parents/carers with advice from a relevant healthcare professional, such as a member of the HCP team, a specialist nurse, allied health professional or paediatrician who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate. If healthcare professionals cannot offer advice in person they may provide written guidance or information.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Headteacher and Emily Palmer will consider the following when deciding what information to record on IHPs.

· The medical condition, its triggers, signs, symptoms and treatments

· The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments,

time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons

· Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions

· The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring

· Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable

· Who in the school needs to be aware of the pupil's condition and the support required

· Who outside the school needs to be aware of the pupil's condition and the support required (with appropriate consent from the young person and family) – for example school transport provided by local authority

· Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours

· Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments. Please consider large or split school sites

· Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition

· What to do in an emergency (including medication administration errors), including who to contact, and contingency arrangements

School Individual Health Plan register

Individual Health Plans are used to create a centralised register of pupils with complex health needs. This is located in the school office in the Medical Needs Folder. Emily Palmer has responsibility for the Register at this school. This school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the school's record system by a letter being sent out at the beginning of each new academic year.

The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

Ongoing communication and review of Individual Health Plans

Parents/carers at this school are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date (Start of each academic year as stated above).

Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and access to Individual Health Plans

- Parents/carers and pupils (where appropriate) at this school are provided with a copy of the pupil's current agreed Individual Health Plan.
- Individual Health Plans are kept in a secure central location at school, in the Reception Office.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Individual Health Plans. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.
- This school ensures that all staff protect pupils' confidentiality.
- This school informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan.
- The information in the Individual Health Plan will remain confidential unless needed in an emergency

Consent to administer medicines

If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan (Appendix 3 Form 3) giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.

All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

The school has clear guidance on the administration of medication at school

Administration – emergency medication

The school complies with the Norfolk County Council Policy.

This school will seek to ensure that pupils with medical conditions have easy access to their emergency medication.

This school will ensure that all pupils understand the arrangements for a member of staff (and a member of the first aid team) to assist in helping them take their emergency medication safely as stated on the parental agreement to administer medicine form.

Administration – general

This school understands the importance of medication being taken as prescribed.

All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent. (See Appendix 3 Form 3)

This school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.

All school staff have been informed through training (New staff induction, Inset Day or staff meetings) that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.

Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible by phone call in the first instance or by letter.

All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing as appropriate if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

The school has clear guidance on the storage of medication at school.

Safe storage - emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved (See Visits Policy and Safeguarding Policy).

Safe storage - non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is accessible only to those for whom it is prescribed

Safe storage – general

This school has an identified member of staff/designated person who ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only named staff have access.

Emily Palmer checks the expiry dates for all medication stored at school each term (i.e. three times a year).

The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.

Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.

Some medication for pupils at this school may need to be refrigerated. The refrigerator used for the storage of medication is inaccessible to unsupervised pupils.

All medication (including blue inhalers) at the end of the school term are required to be collected by

parents or destroyed.

It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal

Parents/carers at this school are asked to collect out-of-date medication.

If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year (at the start of each term) and is always documented. (see g above)

Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit (Check visits policy), a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

This school has clear guidance about record keeping for pupils with medical conditions Enrolment forms

Parents/carers at this school are asked if their child has any medical conditions

If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil's parents/carers to complete. (Appendix 3 Form 3)

Medical Conditions Information Pathway

Action	School
Form sent out by the school asking parents to identify any medical conditions. Form (see Appendix 1, 2) to be sent out, depending on the school's usual procedures including: ● Transition ● At the start of the school year ● New enrolment during the school year ● New diagnosis informed by parents	

School collates response and identifies those needing an Individual Health Plan (IHP) and if required to link to statement or EHC plan (If a child has SEN)	Parent/ School



Designated member of school staff writes to parents either to review IHP or start new Plan if needed	School



Parents complete IHP and return it to the school. If no response this is documented Designated member of staff organises a meeting as required to discuss and agree on the needs for IHP this will include key school staff, child, parent and relevant health care professional if required or consider written evidence provided by them	Parents/school



IHP implemented and circulated to all relevant staff Designated member of staff commissions delivery of staff training to meet IHP needs if required All health care plans stored in school according to policy	School



IHP is reviewed annually or when condition changes. Parent or designated professional to initiate	Parent/School

Residential visits

Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while

they are away. This includes information about medication not normally taken during school hours (See Appendix 4).

All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan.

All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away (See appendix 4). A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities

Record of Awareness Raising Updates and Training

This school holds updates on common medical conditions once a year on inset training days. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.

All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training; it is the school's responsibility to arrange this (see appendix 4).

This school will risk assess the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities (see First Aid and Health and Safety Policy). This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

This school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.

This school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.

This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

Social interactions

This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's Anti-bullying and Behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

This school understands the importance of all pupils taking part in sports, games and activities.

This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil report they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.

This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator.

Risk Assessments

Risk assessments are carried out by this school prior to any out-of-school visit or off-site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters (See Educational visits Policy).

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off-site activities. This school considers additional medication and facilities that are normally available at school.

This school carries out risk assessments before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider.

This school is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.

This school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure the schools Health and Safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ensure that the school has robust systems for dealing with medical emergencies and critical

incidents (see Norfolk's Critical Incidents Guidelines), at any time when pupils are on site or on out of school activities. A Business Continuity Plan is in place.

The Headteacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ensure every aspect of the policy is maintained
- ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- report back to governors about implementation of the Health and Safety and Medical Conditions policy.
- ensure through consultation with the governors that the policy is adopted and put into action.

All St Francis of Assisi Catholic Primary School staff have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication have it when they go on a school visit or out of the classroom (See Educational visits policy)
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact these can have on pupils.
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- follow universal hygiene procedures if handling body fluids
- ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to

the child's health, rather than take the child's word that they feel better.

Teaching staff have an additional responsibility to also:

- ensure pupils who have been unwell have the opportunity to catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCO and with reference to the pupils EHC plan if in place.
- liaise with parents/carers, special educational needs coordinator if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

Designated professional has a responsibility to:

- help provide regular updates for school staff in managing the most common medical conditions at school at the school's request
- provide information about where the school can access other specialist training.
- update the Individual Health Plans in liaison with appropriate school staff and parents/carers

First aiders have an additional responsibility to:

- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary ensure that an ambulance is called.
- ensure they are trained in their role as 1st aider

Special educational needs coordinators have the additional responsibility to:

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests or coursework.
- ensure where a child is SEN but does not have a statement or EHC plan, that their special educational needs are mentioned in their IHP.
- ensure where a child has Special education needs identified in a statement or EHC plan that the individual health plan (IHP) is linked to or becomes part of their statement or EHC plan.

Pupils have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation.

Parents/carers have a responsibility to:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- ensure that the school has full emergency contact details for them
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate

Attendance

A child or young person with a medical condition may have difficulties attending school at certain times. This could be due to planned appointments or surgery, or as a result of an increase in symptoms or deterioration of their overall health condition. Parents have a responsibility to advise schools of any planned appointments or predicted absence due to surgery/therapeutic intervention. Schools have a responsibility to code this absence appropriately. If a school does not have sufficient information regarding a young persons' health condition, and it is impacting on school attendance, they may contact the Just One Number (0300 300 0123) Single Point of Access: www.justonenorfolk.nhs.uk to request a school nurse attendance health check. If this process does not identify sufficient information schools can also contact GP's with parental consent, utilising the NCC Joint Protocol between Health Services and Schools. If absence due to a medical condition is noted to be for more than 15 days, the School will consult the NCC Medical Needs Service for advice and support.

Equal Opportunities

The Governing Board will ensure that the school enables pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out so that planning

arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted. The school acknowledges the Equalities Act 2010 and schools and works proactively to support all its pupils.

Emotional Well-Being & Mental Health

At all times, the implementation of this policy will be mindful of the emotional wellbeing and mental health of all stakeholders, in line with the school's 'Culture of Wellbeing' Statement.

The medical conditions policy is regularly reviewed, evaluated and updated.

This school's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline – every three years, or earlier if necessary.
The views of pupils with various medical conditions may be sought and considered central to the evaluation process.

ASSOCIATED POLICIES and OTHER DOCUMENTATION

- Behaviour Policy
- Health and Safety Policy
- Pupil Allergy Policy
- Anti-bullying Policy
- Educational Visits Guidance
- Safeguarding Policy
- Norfolk Critical Incidents Guidelines
- Department for Education Guidance on Supporting Pupils at School with Medical Conditions

Appendix 1 – Template of Letter from Designated staff to parent regarding IHP:

Dear Parent/Carer,

Please find enclosed a first draft of an Individual Healthcare Plan (IHP) for your child.

I would be very grateful if you could read through this document and amend any errors and add any information which may be missing (please initial any amendments or additions), before signing the document and returning it to me. If necessary, please share with medical professionals to ensure we have all the relevant information. Alternatively, I would be happy to make or take a call to discuss your requirements.

Once you have completed the form, please return it to school marked "FAO: Ms Palmer either by post or handing it in to Reception. It is very important that we ensure this document is accurate as we wish to ensure all pupils have the support they require and feel safe whilst in school. It is important to remember that the responsibility lies with parent(s)/carer(s) to provide the school with accurate an up to date information regarding pupils' medical needs.

If your child requires medication whilst they are in school, then you will need to complete a Parental Consent Form for Administration of Medicine which is enclosed with this letter. Please note that a new form must be completed each academic year and without this, we will be unable to administer medication for your child.

If you have any queries or would like to further discuss the IHP, please do not hesitate to contact me on the school number.

Yours faithfully,

Office Secretary

Appendix 2 – Individual Health Plan Form

Individual Care Plan

Child's Name			
Child's Class		Date of Birth	
Child's address			
Medical Diagnosis			
Date of Care Plan		Review Date	

Family Contact Information

	Priority 1	Priority 2
Name		
Relationship to child		
Mobile phone		
Home phone		
Work phone		
Further contact instructions:		

Medical Contact Information

	Clinic / Hospital	GP
Name		
Telephone		

Staff Responsibilities

Key Worker(s)	
Staff Training	
Care Plan Developed by	

Medication Details

Name of Medication	
Dose	
When to be administered	
Side effects / Contra-indications	
Administration Details	

Description of medical needs including child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues, etc.
Daily care requirements
Specific support for the pupil's educational, social and emotional needs
Arrangements for school visits/trips etc.
Emergency details (what constitutes and emergency and action to be taken)
Who is responsible in an emergency
Additional Information

Appendix 3 – Parental consent form for administration of medicine

Parental Consent Form for Administration of Medicine

This form must be completed **in full** and **signed.** The completion of this form does not act as a guarantee that the school will administer medication and the school may refuse to administer medication at any time. Any medication to be administered **must have been administered previously by the parent** to minimise the risk of adverse or allergic reaction to any new medication. All medication must be stored its original container and be clearly labelled with the child's name. Please refer to the Administration of Medication policy for more information.

Name of Child:	
Date of Birth:	
Form:	
Medical Condition / Illness:	
Name of Medicine: *(as described on container):*	
Is the medicine prescribed?	Yes / No
Is the medicine to be self-administered?	Yes / No
Will the student keep the medicine with them?	Yes / No
Dosage and method:	
Timing(s):	
Duration of course:	
Special Precautions:	
Are there any side effects that you know of?	
Procedures to take in an emergency:	
EMERGENCY CONTACT	
Name:	
Telephone Number:	
Relationship to Child:	
SIGNATURE:	
PRINT NAME:	
DATE:	

FOR OFFICE USE ONLY:

Storage location:	Medicine Cupboard		Fridge		With student		Reception Office	

Record of Administered Medication

Date	Name of Child	Time	Name of medicine	Dose given	Any reactions	Administered by (initials)

Appendix 4 – Form for visits and journeys:

Emergency contact name:		Relationship to child:	
Home phone:		Mobile phone:	
Does your child suffer from any illness or physical disability?			
How will this affect their involvement in this trip?			
What treatment or medication will they require during the trip? (please include dosage, timings and/or circumstances to administer)			
Is your child allergic to any medication?			
Has your child received a tetanus injection in the last 5 years?		Yes / No	
I give consent for my child to take part in the above activity as described, including all organised activities. I undertake to inform the visit organiser of any relevant changes in medical circumstances. I hereby authorise any accompanying member of school staff to administer the above medication or to give consent to such medical treatment as is considered necessary by a qualified medical practitioner during the visit.			
Parent/carer signature:			
Print name:		Date:	

NAME – Individual Healthcare Plan for allergy **Annex: Medication needed while in school / college / setting**	
Non-prescription medication: *Record any non-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting* *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access* *Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Parental consent:	**Date**:
Prescription medication: *Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).* *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.* *Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Prescribed by:	**Date**:
Parental consent:	**Date**:
Use of "spare" adrenaline devices: *Note whether parental consent has been given to administer adrenaline (e.g. using "spare" adrenaline devices) in an emergency.*	
Parental consent:	**Date**:
Use of "spare" salbutamol inhaler: *If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a "spare" salbutamol reliever inhaler.*	
Parental consent:	**Date**:

NAME – Individual Healthcare Plan for allergy **Annex: Care or Action Plans issued by healthcare professionals**	
Allergy / Asthma Action Plan: *Attach any Action Plan to the IHP for use in an emergency.* *Note which healthcare professional issued the plan, their role and the date issued.*	
Issued by:	**Date**:
Care Plan: *Note where any relevant care plan can be found.* *Note what staff are responsible for delivering / supporting delivery of the care plan.* *Note which healthcare professional issued the plan, their role and the date issued.*	
Date:	**Date**: