



At Chellaston Infant School, we believe that everyone should reach their full potential in a safe, fun and happy environment which promotes independence, self-worth and excellence. Everyone is a learner whose values are respected.

Chellaston Infant School  
 School Lane, Chellaston  
 DERBY, DE73 6TA  
 Telephone: 01332 700298

Email: [admin@chellastoni.derby.sch.uk](mailto:admin@chellastoni.derby.sch.uk)  
 Website: [www.chellastoninfants.co.uk](http://www.chellastoninfants.co.uk)

**Headteacher:** Mrs L Galley

## SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Date	Change made where?	Change description	Approved by Governors	Next review
12/3/2021	Throughout	Minor word edits		
	Reference to LA guidance	Changed to 'any' LA guidance		

Agreed by Governors: Spring 2021  
 To be reviewed: Spring 2024

Most pupils at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education. Individual schools are required to develop their own Health and Safety Policies to cover a wide variety of issues and it is suggested that in a similar way schools should develop policies and procedures for supporting pupils with medical needs, including the safe management of medication.

Teachers are not required to administer medication or to support pupils with medical needs as part of their employment contract but they may volunteer to do so. All staff may wish to discuss this with their particular Teacher Association and County Council regarding their indemnity policy. In some cases the contracts for non-teaching staff or special support assistants may include references to the administration of medication and/or the undertaking of medical procedures. Such contracts will of course be agreed on an individual basis.

### Action in Emergencies

This policy does not replace the protocol and procedures already in place in school for emergency situations. Failure to act in an emergency situation could result in a teacher or other member of school staff being found in breach of the statutory duty of care.

(See Health and Safety Policy)

### Rational

Chellaston Infant School wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

### Aims

- To ensure as little disruption to our pupils education as possible
- To develop staff knowledge and training in all areas necessary for our pupils
- To ensure we develop links with all outside agency support systems including hospital teachers
- To ensure safe storage and administration of agreed medication
- To provide a fully inclusive school

### Definition

**This is not a policy for short-term illness and related medication for example antibiotics or paracetamol for a cold or eye infection etc. The school remains insistent that under these circumstances it will not administer medication. This would be the responsibility of the parents or carers. Any pupil who is infectious or too poorly should not attend school until they are well enough.**

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have a care plan protocol in school. In such cases a protocol would generally be adopted in school with the parents' consent. Occasionally a National Health Service Plan maybe used.

### **Identification**

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

We will also regularly send out medical questionnaires to parents to ensure all our records are up to date.

### **Provision and Organisation**

**The school will follow any guidance given by Derby City Council regarding supporting pupils with medical needs in school. This policy will be kept alongside that guidance to provide a management strategy to fully support the needs of all staff, pupils and parents.**

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at Chellaston Infant School. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the school's first aid training, which will continue to be under the guidance of the Health and Safety Policy. Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP known in school as care plans).

### **Individual Health Care Plans (IHCP)**

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required

An IHCP will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

Pupils will not be able to carry any medication around school it will be stored safely in an appropriate location. No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. This approach is supported in school through our PSHE curriculum.

Medication will be stored in the school office. It should be carried by an adult during a visit out of school. A spare Epipen is stored with the pupil's class teacher. Prescription inhalers for asthma should be stored in the medication box in the main school office. Staff are aware of where this is.

**Emergency medical supplies will remain stored in the medical room and remain organised under the Health and Safety Policy.**

### **Roles and Responsibility**

The ultimate responsibility for the management of this policy in school is with the Headteacher and Governing Body.

The SENCO will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained.

### **School Visits**

**When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits.**

Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned or as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question. The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

### **Other Support**

Outside agencies such as:

- School Nurse Service
- Medical specialists relating to pupil
- Social Services
- LEIS
- SEN Advisory Team
- Specialist Support Groups
- SEN Assessment Team
- Educational Psychology Team
- Child Protection Team
- Hospital Teachers
- Home Tutors

Will be regularly contacted to support and advise school in the devising and management of this policy.

### **Monitoring and Evaluation**

This policy will be monitored yearly and updated when necessary we will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.

This policy will also be made available to parents through the governors' annual report and via the parents' notice board. We will ask parents for annual updates regarding medical information.

**Agreed by Staff: Spring 2021**  
**Agreed by Governors: Spring 2021**  
**Date of Next Review: Spring 2024**



# MEDICAL FORM



CHILD'S NAME .....

PARENT SIGNATURE ..... DATE .....

INSTRUCTIONS .....

DATE	TIME	MEDICINE TAKEN	ADULT