



St. Andrew's CEVA Primary School Supporting Children with Medical Conditions Policy

Amendments

Date	Change	Actioned By
November 25	Reviewed – no changes	JM

St. Andrew's Church of England Primary School is committed to providing a thriving Christian environment through the I ASPIRE values. These reflect the Christian ethos of our school and ensure that everyone feels safe, valued and supported so that all individuals can reach their highest goals and are encouraged to engage in lifelong learning. Our vision statement "*With God all things are possible*" (Matthew 19:26) is at the core of our values and is used to inspire everyone to be open to all possibilities and have a positive attitude and outlook to life. Spiritual, moral and emotional development are central to the life of our school and this will be reinforced in the School's Supporting Children with Medical Conditions Policy where appropriate.

1. Aims

St. Andrew's CEVA Primary School is an inclusive community that welcomes and supports pupils with medical conditions. The school provides all pupils with any medical condition the same opportunities as others at school. This policy aims to ensure that:

- Pupils, staff and parents / carers understand how St. Andrew's CEVA Primary School supports pupils with medical conditions.
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.
- It is recognised that every pupil with a medical condition is different and should be treated as an individual.

This policy is based on the principle that all pupils are entitled to a high-quality education wherever possible, and that disruption to the education of those with health needs should be minimised. Effective partnership working between parents/carers, school, education services, health services and other agencies involved with a pupil are essential to the effective implementation of this policy in practice.

The Head teacher will implement this policy by:

- Ensuring staff are suitably trained.
- Ensuring staff are aware of a pupil's condition, where appropriate
- Making sure there are cover arrangements so someone is always available to support pupils with medical conditions.

- Ensuring individual healthcare plans (IHCPs) are developed and monitored, where appropriate.

The SENDCO has responsibility for implementing this policy.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act (2014), which places a duty on schools to make arrangements for supporting pupils at St. Andrew's with medical conditions. It follows the statutory guidance: Supporting pupils at school with medical conditions (Department for Education, 2015).

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

- **Short-term** – Children are supported at St. Andrew's CEVA Primary because they are on a course of medication, which may impact their participation in school.
Long-term – Children requiring on-going support, medicines or care while at St. Andrew's CEVA Primary to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. This has the potential to limit access to education.

It is important that parents/carers feel confident that St. Andrew's CEVA Primary will provide effective support for their child's medical condition and that the child feels safe. This should be achieved by active and open communication between home, school and medical professionals.

Some pupils with medical conditions may have a disability. Where this is the case, the requirements of the *Equality Act 2010* will apply. Where pupils have an identified special educational need, the *SEND Code of Practice, 0 to 25 years (2014)* will also apply.

This policy also links to the following policies and documentation:

- Accessibility plan
- Complaints procedure
- Equality information and objectives
- Health and safety (which includes First aid)
- Safeguarding/Child Protection
- Special educational needs information report and policy

In circumstances where a pupil's medical condition becomes too complex or the risks are too great to manage in school, the school will seek advice, as appropriate, in accordance with West Northampton County Council's *Ensuring a good education for children who cannot attend school because of health needs* policy document and consult with Hospital and Outreach Education.

3. Roles and responsibilities

3.1 The Governors

The governing body has ultimate responsibility and accountability to make arrangements to support pupils with medical conditions, fulfilling its statutory duty.

3.2 The Head teacher

The Head teacher will:

- Ensure that sufficient staff have received suitable training and information about the child's medical condition and are competent before they are responsible for supporting pupils with medical conditions.
- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations.
- Take overall responsibility for the development of IHCPs.
- Make sure that staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nursing team.
- Ensure that systems are in place for obtaining information about a pupil's medical needs and that this information is kept up to date.

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they may not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents/carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHCP, if their child requires one.
- Carry out any action they have agreed to as part of the implementation of the IHCP e.g. provide medicines and equipment.
- Sign up to the relevant renewal services, such as for their child's adrenaline injector (epi-pen).

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs, taking into consideration their age and capacity. They are also expected to comply with their IHCPs.

3.6 School nurses and other healthcare professionals

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses and notify them of any pupils identified as having a medical condition.

4. Day trips, residential visits and sporting activities

St. Andrew's CEVA Primary School will actively support pupils with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on 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 / carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

Information about medical needs is requested on admission to St Andrew's CEVA Primary School. Parents/ carers are asked to keep the school informed of any changes to their child's condition or treatment. When information is passed on to the school, office staff have a responsibility to pass this information on to the SENDCO and the child's class teacher, where appropriate. Whenever possible, meetings with parents / carers and other professionals may be held before the pupil starts at St. Andrew's CEVA Primary School to ensure a smooth transition.

6. Individual Healthcare Plans (IHCPs)

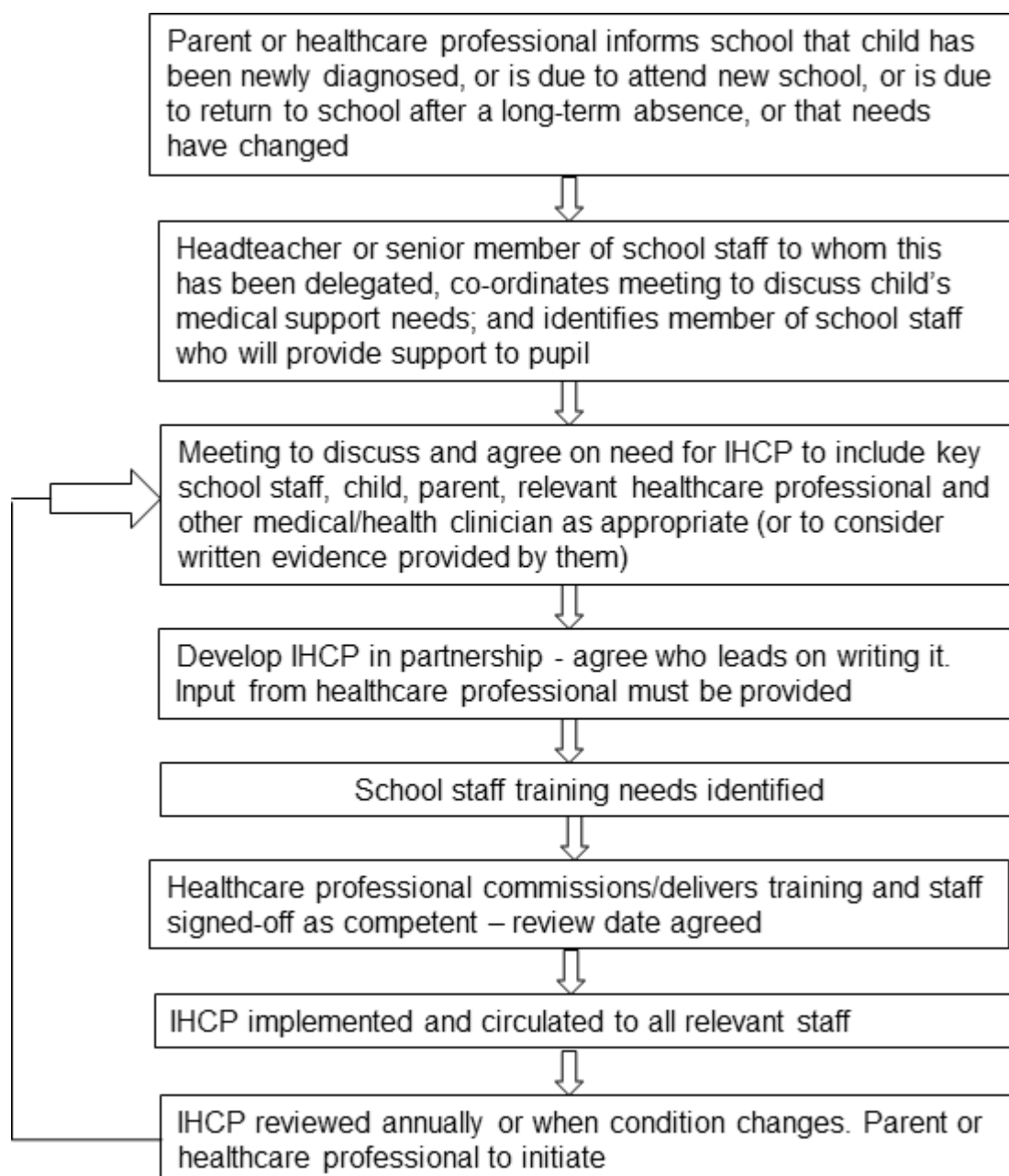
When St. Andrew's CEVA Primary School is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an Individual healthcare Plan (IHCP). This process follows the guidance within Supporting pupils with medical conditions (Department for Education, 2015). Not all pupils with a medical condition will require an IHCP, however, they will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. Plans are also likely to be needed in cases where medical conditions are long-term and complex.

IHCPs provide clarity about what needs to be done, when and by whom. The Head teacher has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to the SENDCO.

Plans will be drawn up in partnership with the school, parents / carers and any relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate. The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to St. Andrew's CEVA Primary School.

Process for developing individual healthcare plans (IHCPs)

Supporting pupils with medical conditions, DfE



Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

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

The level of detail in the plan will depend on the complexity of the pupil's condition and how much support is needed. The Head teacher and Designated Lead will consider the following when deciding what information to record on IHCPs:

- 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 tests, use of rest periods or additional support in catching up with lessons, wellbeing support 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, and 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.
- Arrangements for written permission from parents / carers and the Head teacher 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.
- Where confidentiality issues are raised by the parent / carer or pupil, the designated individuals to be entrusted with information about the pupil's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

7. Managing medicines

It is at the discretion of the Head teacher as to whether St. Andrew's CEVA Primary will:

- a. Administer essential non-prescribed medication to pupils on the signed request of their parents / carers.
- b. Do not administer non-prescribed medication.

Prescription and essential non-prescription medicines, if applicable, will only be administered at St. Andrew's CEVA Primary School:

- When, in the Head teacher's discretion, it would be detrimental to

- the pupil's health or school attendance not to do so **and**
- Where the Head teacher has parents/carers written consent

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken (this information must be provided by parents/carers). Parents/carers will always be informed if such medication has been given.

St. Andrew's CEVA Primary School will only accept prescribed medicines that are:

- In-date.
- Labelled with the child's name.
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

If applicable, St. Andrew's CEVA Primary School will only accept essential non-prescribed medicines that are:

- In-date.
- Labelled with the child's name.
- Provided in the original container and include instructions for administration, dosage and storage.

St. Andrew's CEVA Primary School will accept insulin that is inside an insulin pen, pump or original container, but it must be in date and appropriately stored.

All prescription and pre-agreed medicines will be stored safely in a designated, locked, cupboard or space. Pupils and staff will be informed about where their medicines are at all times and be able to access them immediately.

Medicines and devices such as asthma inhalers, blood glucose testing meters, insulin and adrenaline pens will always be readily available, near the child, with instructions for use and not locked away.

The Head teacher will ensure that written records are kept of all medicine administered to pupils. IHCPs are kept in a readily accessible place which all staff are aware of.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required or out of date.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under

the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed and agreed with parents/carers and it will be reflected in their IHCPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible, when agreed and signed as such by parents/carers. Staff will never force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHCP and inform parents/carers so that an alternative option can be considered, if necessary.

Spare anaphylaxis kit and spare asthma kit

The school has taken the decision to buy a spare epi-pen and salbutamol asthma inhaler for the safety of its pupils. The spare kits will only be used with children who have epi-pens and asthma inhalers currently, where consent has been given by the child's parent/carer.

Spare epi-pens and asthma inhalers will be stored safely as instructed by the manufacturer in a clearly labelled box. Instructions on how to use the devices will be kept in the spare kit box. A check list of epi-pens and inhalers, identified by their batch number and expiry date will be checked by office staff monthly, along with a record of any use of the devices. (See appendix for monthly monitoring sheet)

The school has registered with the expiry date reminder service for the spare epi-pen.

Unacceptable practice

St. Andrew's CEVA Primary School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their medication, and administering their medication when and where necessary.

- Assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents/carers.
- Ignore medical evidence or opinion (although this may be challenged).
- Send pupils with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs.
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Administer, or ask pupils to administer, medicine in school toilets.
- Require parents/carers, or otherwise make them feel obliged, to attend the school to administer medication or provide medical support to their pupil, including with toileting issues.
- Prevent pupils from participating any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child.
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.

8. Emergency procedures

Staff will follow St. Andrew's CEVA primary Schools normal emergency procedures (for example, calling 999). All pupils' IHCPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHCPs. Staff who provide support to pupils with medical conditions may be included in meetings where this is discussed, if this is appropriate. The relevant healthcare professionals will lead on identifying the type and level of training required. Training will be kept up to date. Training will:

- a. Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
- b. Fulfill the requirements in the IHCPs.
- c. Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications

and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Liability and indemnity

St. Andrew's CEVA Primary School has insurance in place with the West Northamptonshire LA, underwritten by an insurance company which covers staff providing support to pupils with medical conditions, staff should contact the Business Manager if they require details of such insurance. In some cases, however, individual cover may need to be arranged for healthcare procedures.

11. Complaints

Should parents/carers be unhappy with any aspect of their child's care, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or alleviate the concern, the problem should be brought to the Designated Lead of the HCP or SENDCO, who will, where necessary, bring concerns to the attention of the Head teacher. In the unlikely event of this not resolving the issue, the parent/carer must make a formal complaint using the schools Complaints Procedure.

Appendix 1- HealthCare Plan

St. Andrew's CEVA Primary School use the Healthcare plan from the Health Conditions in School Alliance – www.medicalconditionsatschool.org.uk

A blank copy of the 8 page plan is stored on the google drive in staff shared work → Health care Plans, alongside all current children's IHCPs.

Appendix 2- Parent agreement for St. Andrew's CEVA Primary School to administer medicine

St. Andrew's CEVA Primary School
Medicine Consent Form

I authorise a member of staff to administer medicine to my child. I understand that the school will not be responsible for any unspecified side effects that may occur.

Child Name Class

Instructions:

- Medicine name
- Dose
- What time to be taken
- How often to be taken
- Last dose given date: Time:

Parent/Guardian name:

Signed Date

Appendix 3- Record of medicine administered to an individual child

Medicine Administration Log

Childs Name:

Class






Date	Medication	Amount Administered	Time Taken	Administered By Whom	Signature	Checked By Whom	Signature

Appendix 4a - Spare Epipen monthly checking sheet

ANAPHYLAXIS KIT

Monthly checks (eg. Sept 2025)	Jext Epipen 1 Batch No. K2299 Expiry Date 03-2023	Jext Epipen 2 Batch No. K2299 Expiry Date 03-2023
Please advise the School Business Manager that the Epipen is due to expire and will need to order two new ones. An automated reminder will also be emailed to bursar@standrews-pri.northants-ecl.gov.uk by Jext.co.uk		

Please inform the School Business Manager if you use one or more of the Epipen's at your earliest convenience to arrange a replacement to be purchased. Thank you

<p style="text-align: center;">PHOTO HERE</p> 	<p style="text-align: center;">PHOTO HERE</p>  	<p style="text-align: center;">PHOTO HERE</p>  
<p>Childs Name Class</p> <p>Allergies:</p>	<p>Childs Name Class</p> <p>Allergies:</p>	<p>Childs Name Class</p> <p>Allergies:</p>

STORAGE:

Appendix 4b - Spare asthma inhaler monthly checking sheet

INHALER KIT

Please see over for list of children for whom these inhalers can be used for.

Monthly checks (please record estimated number of puffs remaining)	1. Ivax Salamol CFC-Free Salbutamol Inhaler (100mcg x 200) Lot No. AFT19B Expiry Date 07-2023	2. Ivax Salamol CFC-Free Salbutamol Inhaler (100mcg x 200) Lot No. AFT19B Expiry Date 07-2023
<i>Example. Apr21</i>	<i>198, Julie Reed</i>	<i>198, Julie Reed</i>
Please advise the School Business Manager that the Epipen is due to expire and will need to order two new ones. An automated reminder will also be emailed to bursar@standrews-pri.northants-ecl.gov.uk by Jext.co.uk		

IMPORTANT: Monthly checker should:

- check the Administration sheet to see how many puffs has been used
- record the estimated number of puffs remaining
- press the inhaler twice each month to ensure that it does not become blocked

Please inform the School Business Manager if a replacement is required. Thank you

STORAGE: Store at room temperature, usually <30° protected from direct sunlight and extreme temperatures. The spare spaces and inhalers must be kept separate from children’s own inhaler

DISPOSAL: The school is registered as a lower-tier waste carrier (registration number CBDL389143), all spent inhalers should be taken to the pharmacy for recycling.

NOTE: Photo, Child’s Name and Year Group are also added to this form.

Appendix 5a – Emergency letter for spare epi-pen



St. Andrew's CEVA Primary School
Ecton Brook Road
Ecton Brook
Northampton
NN3 5EN
Tel: 01604 406486

Head Teacher: Mrs. Val Griffiths BA (hons) QTS NPQH
Email: enquiries@standrews-pri.northants-ecl.gov.uk

Date

Dear

Child Name:
Class:
Date:

This letter is to formally notify you that _____ has had an allergic reaction today. This happened when _____

A member of staff administered an EpiPen at (time) and a further was required which was administered at (time).

They did not have their EpiPen with them, so a member of staff used the emergency supply /

Their own EpiPen was not working, so a member of staff used the emergency supply.
(Delete as appropriate)

As you are aware an ambulance was called before contacting yourself. Please ensure that any update to the medication is advised to the school as soon as possible.

Yours sincerely

Appendix 5b – Emergency letter for spare asthma inhaler



St. Andrew's CEVA Primary School
Ecton Brook Road
Ecton Brook
Northampton
NN3 5EN
Tel: 01604 406486

Head Teacher: Mrs. Val Griffiths BA (hons) QTS NPQH
Email: enquiries@standrews-pri.northants-ecl.gov.uk

Date

Dear

Child Name:
Class:
Date:

This letter is to formally notify you that _____ has had problems with his / her breathing today. This happened when _____

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given _____ puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given _____ puffs.

(Delete as appropriate)

Although they soon felt better, we would strongly advise that you have them seen by your own doctor as soon as possible.

Yours sincerely

Appendix 6a – Letter of consent to use spare epi-pen



St. Andrew's CEVA Primary School
Ecton Brook Road
Ecton Brook
Northampton
NN3 5EN
Tel: 01604 406486

Head Teacher: Mrs. Val Griffiths BA (hons) QTS NPQH
Email: enquiries@standrews-pri.northants-ecl.gov.uk

CONSENT FORM:

USE OF EMERGENCY EPIPEN

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been prescribed an EpiPen / Jext due to potential for severe allergic reaction.
2. My child has two working, in-date EpiPens/Jext, clearly labelled with their name in a waterproof container, which is held in school.
3. In the event of my child displaying symptoms of anaphylaxis, and if their EpiPen/Jext is not available or is unusable, I consent for my child to receive Jext 150 mcg from an emergency kit held by the school for such emergencies.

Signed: Date:

Name (print).....

Child's name:

Class:

Parent's address and contact details:

.....
.....
.....

Telephone:

E-mail:

Appendix 6b – Letter of consent to use the spare asthma inhaler



St. Andrew's CEVA Primary School
Ecton Brook Road
Ecton Brook
Northampton
NN3 5EN
Tel: 01604 406486

Head Teacher: Mrs. Val Griffiths BA (hons) QTS NPQH
Email: enquiries@standrews-pri.northants-ecl.gov.uk

CONSENT FORM:
USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: Date:

Name (print).....

Child's name:

Class:

Parent's address and contact details:

.....
.....
.....

Telephone:

E-mail:

Amendments

Date	Change	Actioned By
May 2022	Change of HT from HT's and name change	VG
Jun 2022	Update Appendices and format	JR/SG
Sept 2023	Check of policy to ensure meets current guidelines and update of document dates	SG
October 2025	Check of policy to ensure meets current guidelines and update of document dates. Changes of some wording and removal of rules around insulin in original packaging.	JM