



Supporting Pupils with Medical Conditions Policy

Context

Signhills Academy ensures that all pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance – "Supporting pupils at school with medical conditions", and NELC's School Nursing Service document "Managing Medical Conditions in Schools – July 2016"

Aims / Objectives

Teaching, learning, personal development and well-being should be enhanced through:

- Ensuring that all pupils with medical conditions are properly supported so that they are able to participate fully in all aspects of school life,
- Ensuring that relevant training is identified and delivered to staff members who take on responsibility to support children with medical conditions
- Consultation 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.

Procedures

Staff Training

- Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- No staff member may undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- Teachers and Support Staff aware of risk assessment procedure for school trips.

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO), School Nurse and other medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Asthma

- All children with a diagnosis of asthma should attend their GP on a yearly basis for an asthma review, this will involve a peak flow test to ensure their medication is working. Parents must update the academy if changes are required.
- All inhalers of children are kept on the child's person or in the classroom in an accessible place known to the child.
- Pupils with asthma are encouraged to participate fully in all PE (and other physical) lessons. Teachers will remind pupils whose asthma is triggered by exercise, to take their reliever inhaler before the lesson and to thoroughly warm up and down before and after the lesson. Pupil's inhalers can be left together at the site of the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.
- Staff leading an educational visit off site will check that pupils have their inhaler before embarking on the trip.
- When planning activities which may trigger asthma eg. contact with furry or feathery animals, or exposure to chemicals in science and art lessons, staff will put measures in place to limit the impact on pupils.
- All school staff will allow pupils to take their own medicines when they need to.
- The expiry date of all inhalers will be checked termly by the Learning Mentor responsible for first aid and parents will be contacted by text if their child's inhaler is out-of-date or missing..

The emergency kit, stored in the medical room, contains:

- A salbutamol metered dose inhaler – labelled 'ACADEMY', with manufacturer's information
- Two spacers compatible with the inhaler, also labelled
- Instructions for usage
- Checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded
- List of children permitted to use the emergency inhaler as detailed in their individual records
- Record of administration
- A monthly recorded check (spraying two puffs) to ensure it is functional with sufficient dosages remaining
- Replacement inhaler obtained when expiry dates approach
- Replacement inhaler and spacers purchased following use

Spent inhalers will be returned to the pharmacy to be recycled.

The emergency inhaler should only be used by children:

- who have been diagnosed with asthma, and prescribed a reliever inhaler

AND

- for whom written parental consent for use of emergency inhaler has been given. This information should be updated annually.

A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

This policy is intended to enhance teaching, learning, personal development and well-being. All staff and other adults working with pupils in school have a responsibility to implement this policy with regard to the Health & Safety, Safeguarding and Equality Policies.

- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Parents are responsible for checking expiry dates.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Ultimately the responsibility to administer medicines is parental.
- Medications will be stored in the medical room/ medical fridge.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Signhills Academy cannot be held responsible for side effects that occur when medication is taken correctly.

Allergies

When planning lessons and other activities, consideration will be given to potential allergens. These include:

- The effects of dust, heat or pollen within the environment,
- Allergens within art and craft materials eg. glues, paints, and old food cartons that may include food allergens.
- Animal foods and exposure to pets or non-domestic animals.
- Food allergens within lessons, class snacks (eg. birthday treats), children offering to share food, or exposure during learning activities (eg. cooking).

Where possible, activities will be tailored to ensure that all pupils are able to participate fully in the planned learning activity. Where allergies prevent this, alternative arrangements will be made to ensure that the pupil(s) not participating are not disadvantaged.

There will be NO use of nuts in school activities. Where packaging is vague, or there is any doubt, the parents of children with identified allergies will be contacted prior to the activity taking place. For all activities involving food preparation or consumption parents will be informed by letter prior to the activity taking place.

Adrenaline Auto-Injectors

- All children who have been prescribed an AAI are identified to all staff.
- Parents complete and sign Allergy Action Plan.
- All AAIs are stored in the Medical Room.
- They are checked monthly to ensure they are present and that they are within the expiry date.
- All first aid staff are trained to administer AAI.

Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital / GP / home, a member of staff will remain with the child until their parents arrive.

Avoiding unacceptable practice

Signhills Academy understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Responsibilities

School

- Where necessary, make reasonable adjustments to include pupils with medical conditions into lessons.
- Administer medication, by staff who have agreed to undertake that responsibility.
- To store medicines safely.
- To document the administration of medicines in a book.
- To inform parents of unusual medication usage e.g. asthma
- Undertake staff training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Implement IHCPs.
- To ensure disabled access and toilets are available.
- Liaise with partner agencies to support inclusion- e.g. doctors, nurses etc.

Parents

- Keep the school informed, in writing, about any changes to their child/children's health/medication.
- Encourage medical professionals to prescribe medication regimes which avoid the school day where practicable.
- Complete a parental agreement for school to administer medicine form before bringing medication into school, including a review date.
- Provide the school with the medication their child requires and keep it up to date.
- Collect any leftover medicine at the end of the course or year.
- Discuss medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, develop an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

Pupils

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Carry their own medicines and devices. (Where this is not possible, their medicines will be located in an easily accessible location.)
- Do not refuse to take medication or to carry out a necessary procedure.
- Where appropriate, take their own medication under the supervision of a teacher.

Monitoring

This policy is intended to enhance teaching, learning, personal development and well-being. All staff and other adults working with pupils in school have a responsibility to implement this policy with regard to the Health & Safety, Safeguarding and Equality Policies.

Consistency of implementation and impact will be monitored through:

- Audit of records,
- Feedback from pupils and their parents, and
- Monitoring by the School Nurse.

Review

Policy review will be lead by:

Director Team Premises, Health & Safety Committee

Staff Team Senior Leadership Team

Term / Year Spring 2026

Signed

Date
