

REAY PRIMARY SCHOOL



Reay school policies support our aims

- + *offer a breadth of experiences to all children inside and outside school*
- + *reach the highest standards across the curriculum*
- + *build self esteem*
- + *develop social and emotional intelligence*
- + *demonstrate a quality of leadership which embodies inclusion and respect*

Medical Conditions Policy

Date agreed by Governors	Signature
Date agreed for review Autumn 2026	Frequency of Review Annual/ Two-year cycle/Three-year cycle
Responsibility for Review Resource committee /Headteacher	

Policy statement

1. Introduction

At Reay School we support and welcome pupils with medical conditions. We provide pupils who have medical conditions, equal opportunities to learn, achieve, be safe and happy. Our inclusiveness relates to physical environment, as well as the social, sporting and educational environment. All members of the school and health community have clear roles and responsibilities in maintaining and implementing an effective medical conditions policy.

2. Aims and Objectives

2.1 The aims of this Policy are to ensure that pupils can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

2.2 Through working with parents and professionals we aim for pupils with medical conditions to take control of their condition when possible

2.3 We strive to ensure that pupils feel confident in the support they receive from the school to help them do this we ensure that staff:

- Know they have a duty of care to children and young people in the event of an emergency.
- Know what to do in an emergency as they are trained in the school's general emergency procedures.
- Know that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Know the importance of medication being taken as prescribed.
- Know about the common medical conditions that affect children at this school.
- Know of triggers that can make common medical conditions worse or can bring on an emergency.

2.4 A named member of staff is responsible for drawing up and maintaining a register of children who have medical needs. The Medical Register names procedures in place for managing Individual medical conditions in school and highlights the pupils who have a Care Plan.

3. Storage of and Access to Medicines

To ensure the safety and wellbeing of the children in school care staff, parents and children have a clear understanding of procedures for:

- The administration of medication at school.
- The storage of medication at school.
- Record keeping in relation to medical attention or medication being given in school.
- Pupils do not carry and administer their own emergency medication but know where their medication is stored and how to access it.
Pupils who do not administer their own medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.
- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- This school understands the importance of medication being taken as prescribed.
- There are several members of staff at this school who have been specifically contracted to administer medication.
- 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 prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- 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.
- Staff ensure that medication is only accessible to those for whom it is prescribed.
- There is an identified member of staff who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.

- Three times a year a member of staff and school nurse check the expiry dates for all medication stored at school, but please note that it is a parental responsibility to provide the school with up to date medication and to monitor the expiry dates
- The identified member of staff, along with the parents 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 and dose of the medication and the frequency of dose.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated.
 - All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area.
- **It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.**

4. Safe disposal of Medication

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

4.2 Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or medical practitioner 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, a named member of staff is responsible for its safe storage and return to a local pharmacy

5. Record Keeping

Reay school staff keep an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible

6. Medical Emergencies

6.1 To ensure the safety of children in our care we ensure that staff are trained to know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- Who to contact within the school.

6.2 To ensure that staff are aware of how to support children with medical needs and how to support them if medical emergencies arise, we ensure that:

- Training is refreshed for all staff at least once a year.

- Action to take in supporting children with medical needs or when there is a medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room and food preparation areas
- If a pupil needs to be taken to hospital, staff know that a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- All Staff know their duty of care to pupils in the event of an emergency. Under common law duty of care members of staff are to act like any reasonably prudent parent. This may include administering medication.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They 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.

7. Health Care Plans.

- 7.1** Staff, parents and children and other professionals are informed that this school uses Health Care Plans (known as Care Plans) drawn up by medical professionals to inform the appropriate staff (including supply teachers and support staff) of the pupils in their care who have medical needs and may need emergency help in school.
- 7.2** The parents, healthcare professional and the pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school nurse who will bring them into school.
- 7.3** Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. All staff are made aware of the location of and how to access Care Plans
- 7.4** As a school we are unable to support complex medical needs, if a child has complex needs an arrangement will be made with the School Nurse and the parents
- 7.5** This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil if necessary. 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.
- 7.6** Care plans are reviewed and updated by medical professionals annually

- 7.7** Parents 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.

8 Storage and access to Healthcare Plans

- 8.1.** Healthcare Plans are kept in a secure central location at school.
- 8.2.** All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- 8.3** 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 (and have access to) the Healthcare Plans of pupils in their care.
- 8.4** This School ensures that all staff protect pupil confidentiality.
- 9.** 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
- 9.1** Physical environment
This school is committed to providing a physical environment that is accessible to pupils with medical conditions.
- 9.2** Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- 9.3** This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

10. Social interactions

- 10.1** Reay Primary 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.
- 10.2** Reay Primary School ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- 10.3.** All staff at Reay Primary 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.

10.4. 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.

11. Exercise and physical activity

11.1. Reay Primary School understands the importance of all pupils taking part in sports, games and activities.

11.2 Reay Primary School ensures 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.

11.3 Reay Primary School ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

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

11.5 Reay Primary 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 minimize these triggers.

11.6 Reay Primary School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

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

12. Education and learning

12.1 Reay Primary 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.

12.2 If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

12.3 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 **Inclusion Lead**. The school's **Inclusion Lead** consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

12.4. Reay Primary School ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

12.5 Pupils at Reay Primary School learn about what to do in the event of a medical emergency.

13. Residential visits

13.1 Risk assessments are carried out by Reay Primary School prior to any out-of-school visit and medical conditions are considered during this process. Factors Reay Primary School considers include: how all pupils will be able to access the activities proposed how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

13.2 Reay Primary School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

14. The school's medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.

These key stakeholders include:

- pupils with medical conditions
- parents
- school nurse
- head teacher
- teachers
- Inclusion Lead
- members of staff trained in first aid
- all other school staff
- local healthcare professional
- School governors.

15. Headteacher

This School's 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
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met

- Ensure all supply teachers and new staff know the medical conditions policy
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of the medical conditions policy.

16. The Inclusion Lead

has the responsibility to:

- Help update the school's medical condition policy
- Know which pupils have a medical condition and which have special educational needs because of their condition
- Ensure pupils who have been unwell catch up on missed schoolwork
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

17. Pupils are informed and regularly reminded about the medical conditions policy:

- through the school's pupil representative body
- in personal, social and health education (PSHE) classes
- through school-wide communication

18. Parents are informed and regularly reminded about the medical conditions policy:

- by including the policy statement on the school's website
- at the start of the school year when communication is sent out to request information about children's medical needs
- in the school newsletter at intervals in the school year
- when their child is enrolled as a new pupil
- at parent induction mornings at the start of the year
- through school-wide communication

19. School staff are informed and regularly reminded about the medical conditions policy:

- through copies handed out at the first staff meeting of the school year and in inclusion meetings when medical needs are discussed
- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas
- all supply and temporary staff are informed of the policy and their responsibilities

20. Relevant local health staff are informed about the school's medical conditions policy:

- by letter accompanied with a printed copy of the policy at the start of the school year
- via primary care trust (PCT) links and the school/community nurse

The Headteacher for Inclusion reviews this policy annually and considers any amendments in light of the annual finding and reports to the Headteacher and/or Pupil Welfare Committee, who will report the outcome of any changes to the full governing body every three years, or earlier if necessary.