



HEARTS ACADEMY TRUST

Supporting Pupils with Medical Conditions Policy

Administration of medicines policy added as an appendix

Adopted by Trustees: May 2023
To be reviewed: May 2026

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values led context, where everyone feels valued and grows in confidence and independence.

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning and a resilience and hope which supports us through challenging times.

Great value is placed on pupils' self **ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

We foster **RESPECT and RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment. They are also taught to take full responsibility for their own choices and responsibility for themselves and their community.

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

We develop **SPIRITUALITY and SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.



Children at the HEART

Sources referenced in this document

[Children and Families Act 2014](#)

Statutory guidance – [‘Supporting pupils with medical conditions’](#)

[Equality Act 2010](#)

[SEND Code of Practice 2015](#)

Trust policies on the HEARTS Academy Trust website

Introduction

Section 100 of The Children and Families Act 2014 places a duty on the Board of Trustees to make arrangements for supporting children at their premises with medical conditions. The Department of Education have produced statutory guidance ‘Supporting Pupils with Medical Conditions’ and we will have regard to this guidance when meeting this requirement.

We will make best endeavours to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical information will be treated confidentially by the staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEND Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Further policies have been adopted by the Trust:

- Administration of medicines policy
- Asthma policy
- Child Protection policy
- Inclusion/SEND policy

Key Roles and Responsibilities

The Trustees are responsible for:

Making arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. The Trustees will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They will also ensure that any

members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

The Head of School is responsible for:

Ensuring that the Trust's policy is developed and effectively implemented. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Staff are informed via staff meetings, consultations, the website and weekly updates by Senior Leaders. The Head of School will ensure that all staff who need to know are aware of the child's condition. They will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. The SENDCo has overall responsibility for the development of individual healthcare plans. Healthcare plans will always be prepared with the support from a medically qualified professional. The SENDCo will also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They will contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

Teachers and Support Staff are responsible for:

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The School Nursing Service

The schools have access to a nursing service. Parents/Carers are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. They should do this before the child starts at the school. The school nursing service will not usually have an extensive role in ensuring that the school is taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs. Community nursing teams will also be a valuable potential resource to the school when seeking advice and support in relation to children with a medical condition.

School nurses can only share information if parents have given permission for them to do so. Where there is a reluctance to share and this poses a danger to children's well being and safety this should be discussed with parents and the school nursing team. If needed

concerns about safeguarding should be recorded and shared with the DSL (designated safeguarding lead).

Identifying children with health needs

At induction into school (including midyear induction) the school will require parents to complete admissions forms including the medical notification form before a pupil starts school.

We will aim to identify children with medical needs on entry to the schools by working in partnership with parents and carers and issuing them with a questionnaire. Parents and Carers are regularly reminded via the newsletter to inform the school of any changes to their medical or home situation, as they occur or at termly update meetings/reviews.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to gather formal medical evidence and to have a consultation with the parents. It is the parent's responsibility to keep the school up to date with information following appointments with other professionals – especially if this will affect the safeguarding of their child

Individual Health Care Plans

We recognise that Individual Healthcare Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The school, healthcare professional and parent will agree based on evidence when a healthcare plan would be applicable.

Where children require an individual healthcare plan it will be the responsibility of the SENDCo to work with parents and relevant healthcare professionals to write the plan.

A healthcare plan (and its review) may be initiated in consultation with the parent/carer, by a member of school staff or by a healthcare professional involved in providing care to the child. The SENDCo will work in partnership with the parents/carer, and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual healthcare plan will be linked to or become part of that EHC plan. Depending on the structure of the school, the school may nominate an additional staff member to assist or lead with this process, e.g. the school first aider or Learning Mentor.

If a child is returning following a period of hospital education or alternative provision (including home tuition), we will work to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

The SENDCo meets with all teachers on a termly basis and medical plans will be reviewed as part of this process.

When deciding what information should be recorded on individual healthcare plans, the SENDCo should consider following the information, guidance and oversight from the appropriate medical professionals:

- 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:
- the level of support needed
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child'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 child's condition and the support required
- arrangements for written permission from Parents/Carers and the Head of School for medication to be administered by a member of staff
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the Parent/Carer, the designated individuals to be entrusted with information about the child's condition
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

Staff Training

All new staff will be inducted on the policy when they join the school as part of their normal induction and sharing of policies.

Awareness training regarding serious medical conditions will be provided to staff by INSET Day training, staff meetings at the beginning of each academic year and specific training, e.g. EpiPen, asthma awareness, paediatric first aid.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

A staff training record will be completed and kept to document the type of training undertaken, the date of training and the competent professional providing the training.

Emergency Procedure

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures at a staff meeting. We will ensure other children in the school know what to do in the event of an emergency i.e. informing a teacher immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc that the school holds). In an emergency the first call will always be to the emergency services, followed by a call the parent/carer. If a child has known medical issues the parent/carer should inform the school if on any particular day the first contact person will be different.

Off-site Activities

We will ensure that staff are aware of how a child's medical condition will impact on their participation in any off site activity, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents/carers and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Liability and Indemnity

Staff at the schools are indemnified under the Risk Protection Arrangement (RPA).

Complaints

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Head of School. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Trust's complaints procedure.

Appendix 1

Administration of medicines policy – updated May 2023

Please note that all members of staff who are first aid trained will be required to administer medicines, in line with this policy.

HEARTS Academy Trust Schools wish to ensure that pupils that need to take medication, receive appropriate care and support at school. The Head of School will accept responsibility in principle for trained members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Please note that parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the Head of School with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Where prescribed medication is held for administering on a 'when required' basis, the parents/carers will be contacted prior to administering the medication.

Staff will not give a non-prescribed medicine to a child. Travel sickness pills for a return journey to school may be given but only if they are in their original container and the expiry date/dosage/age appropriateness is clear. Parents must complete a permission form.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil.

Each item of medication must be delivered to the school office, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.
- Adrenaline pens include manufacturers' instructions.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet.

Only medication which requires 3 times administration can be given, unless the pharmacy label clearly states specific times i.e. before food.

Medication should be administered in the office and recorded in the medicine book which is held in the office.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased/changed.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Head of School, will ensure that a Health Care Plan is drawn up, in conjunction with the appropriate health professionals – **see appendix 1.**

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under staff supervision.

Staff who are trained to assist in the administration of medication will receive appropriate training/guidance either in-house or through arrangements made with the NHS.

Where possible, reasonable adjustments will be made to accommodate a pupil's medical needs when away from the school premises. A full meeting with parents/carers will be held to discuss a child's needs at least one week prior to the visit.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Medication given at lunchtime can be administered by the trained office staff or support staff. All staff administering medicine must follow the guidelines. Guidance will be sought from a senior member of staff if there is any uncertainty.

Parents are able to come into school and administer medicines themselves if they prefer.



Child's details	
Name of school / setting	
Child's name	
Child's date of birth	
Class / year group	
Child's home address	
Medical diagnosis or condition	
Date diagnosis given or condition identified	
Review Date	
Family contact information	
Family contact name	
Phone number	
Email address	
Relationship to child	
Clinic / Hospital / Specialist	
Name of provider	
Contact name	
Phone number	
Email address	
GP Details	
Name of surgery	
Doctors name	
Phone number	
Name school contact (person responsible for providing support in school)	
Medical details	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision	
Daily care requirements	
Specific support for the child's educational, social and emotional needs	
Arrangements for school visits/trips etc	

Other information	
Describe what constitutes an emergency, and the action to take if this occurs	
Who is responsible in an emergency (state if different for off-site activities)	
Staff training needed/undertaken – who, what, when	
Name of staff member	
Training undertaken	
Date of training	
Name of staff member	
Training undertaken	
Date of training	

Signature of Parent _____ Date _____
 Full name of parent _____ Date _____
 School / Setting Signature _____ Date _____
 Name _____ Date _____